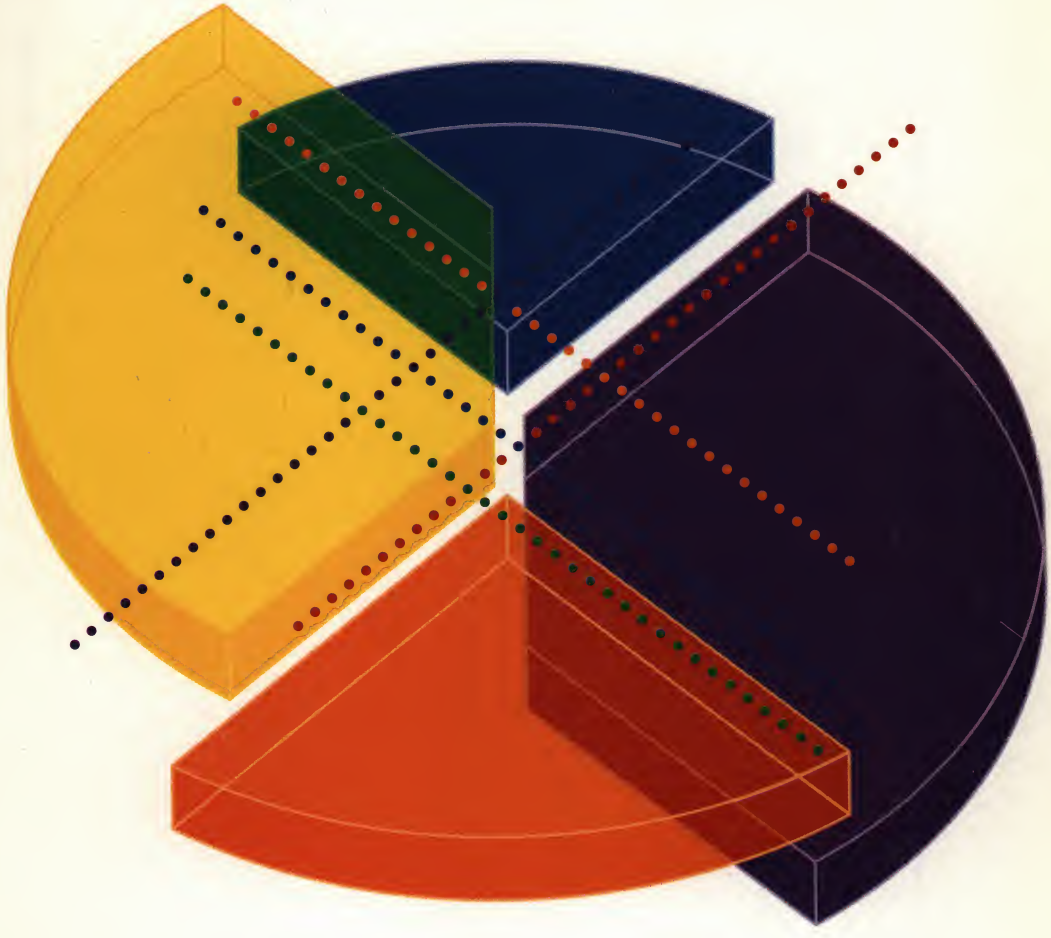


Basic Skills

for the Apple Workgroup Server 95

Apple Computer, Inc.

This manual and the software described in it are copyrighted, with all rights reserved. Under the copyright laws, this manual or the software may not be copied, in whole or part, without written consent of Apple, except in the normal use of the software or to make a backup copy of the software. The same proprietary and copyright notices must be affixed to any permitted copies as were affixed to the original. This exception does not allow copies to be made for others, whether or not sold, but all of the material purchased (with all backup copies) may be sold, given, or loaned to another person. Under the law, copying includes translating into another language or format.

You may use the software on any computer owned by you, but extra copies cannot be made for this purpose.

The Apple logo is a registered trademark of Apple Computer, Inc. Use of the "keyboard" Apple logo (Option-Shift-k) for commercial purposes without the prior written consent of Apple may constitute trademark infringement and unfair competition in violation of federal and state laws.

© Apple Computer, Inc., 1993
20525 Mariani Avenue
Cupertino, CA 95014-6299
(408) 996-1010

Apple, the Apple logo, AppleLink, AppleShare, AppleTalk, A/UX, EtherTalk, LaserWriter, LocalTalk, and Macintosh are trademarks of Apple Computer, Inc., registered in the United States and other countries.

Balloon Help, DocViewer, Finder, and TrueType are trademarks of Apple Computer, Inc.

HyperCard is a registered trademark of Apple Computer, Inc., licensed to Claris Corporation.

MacWrite is a registered trademark of Claris Corporation.

Adobe, Adobe Illustrator, and PostScript are trademarks of Adobe Systems Incorporated, which may be registered in certain jurisdictions.

Helvetica, Linotronic, and Times are registered trademarks of Linotype Company.

Microsoft and MS-DOS are registered trademarks of Microsoft Corporation.

NuBus is a trademark of Texas Instruments.

QuarkXPress is a registered trademark of Quark, Inc.

Retrospect Remote is a registered trademark of Dantz Development Corporation.

UNIX is a registered trademark of UNIX System Laboratories, Inc.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the performance or use of these products.

Contents

Preface: About This Guide / xiii

1 Working on the Desktop / 1

The Apple Workgroup Server 95 environment / 2

Turning the computer on and off / 2

The Finder and the desktop / 3

Using the mouse / 4

Working with icons / 6

Working with windows / 7

- Making a window bigger or smaller / 8
- Moving hidden contents of a window into view / 9
- Closing a window / 10
- Moving a window / 11

Working with menus / 12

- Choosing an item from a menu / 13

Using keyboard shortcuts / 13

Using the Trash / 14

Working with programs / 15

- Opening a program / 15
- Creating a document / 16
- Selecting text / 16
- Changing text / 17
- Saving your work / 17
- Switching programs / 18
- Closing a document / 18
- Quitting a program / 19

Making a copy of a document / 19
Changing the name of an icon / 20
Using Balloon Help / 20

2 Getting Started With A/UX 3.0.1 / 23

Introduction to A/UX / 24
Starting A/UX / 24
Logging in to an account / 26
Changing your password / 28
Using CommandShell / 29
Making CommandShell active / 30
Switching between CommandShell and the Finder / 31
Using the A/UX System Console window / 31
Displaying the A/UX System Console window / 31
Clearing the A/UX System Console window / 32
Closing the A/UX System Console window / 32
How A/UX notifies you of an alert message / 32
Using CommandShell to monitor errors / 33
Logging out / 34
Shutting down A/UX / 34

3 Using Files and Folders / 37

The Finder icons in A/UX / 38
Folder icons / 38
File, program, and utility icons / 39
File-system icons / 40
Using files and folders in the Finder / 41
Creating and naming folders / 42
Saving your files in different locations / 42
Rearranging icons on the desktop / 43
Finding a file or a folder / 43

Finding an item by name / 44
Finding a file or folder by characteristics other than name / 44
Finding files and folders through a two-stage search / 45
Uses of the Find menu item / 46
Using an alias / 47
Creating an alias / 47
Locating the item to which an alias points / 48
Moving an item onto the desktop / 48
Getting information about a file / 48
Locking a file / 49
Using the View menu / 50

4 Backing Up Your Work With Disks or Tape Cassettes / 51

Working with disks / 52
Formatting floppy disks for a Macintosh file system / 52
Locking a floppy disk / 54
Copying a file from a hard disk to a floppy disk / 54
Restoring a file from a floppy disk to a hard disk / 55
If you have a problem copying files to a floppy disk / 55
Ejecting a floppy disk / 56
If you have problems ejecting a floppy disk / 56
Working with tape cassettes / 57
Compatible tapes / 58
Tapes supplied with the server / 58
Inserting tape cassettes / 59
Status lights / 59
The caution signal / 60
Removing tape cassettes / 61
Locking a cassette / 61
Avoiding high humidity / 61
Cleaning the tape-drive heads / 62

5 Working With TextEditor / 63

Introduction to TextEditor / 64

Starting TextEditor / 65

Creating a document / 66

- Entering text / 66
- Cutting and pasting text / 68

Saving a new document / 70

Editing an existing document / 72

- Opening a file / 72
 - Opening read-only files / 73
- Deleting and rewriting text / 74
- Copying and pasting between documents / 74
- Finding and changing text / 76
 - Finding text / 76
 - Replacing text / 78

Formatting and other features / 79

- Formatting text / 80
- Shifting a block of text left or right / 80
- Arranging multiple windows / 81
- Marking a place in the file / 83

Printing / 86

- Printing an entire document / 86
- Printing a selected part of a document / 87

Quitting TextEditor / 88

6 Printing From the Desktop / 89

Printer connections / 90

Choosing a printer / 92

Using Macintosh printing techniques / 94

- The PrintMonitor program / 94
- Transferring fonts to a LaserWriter printer / 95

7 Customizing the Finder Environment / 97

Installing files in the System Folder / 98

Removing files from the System Folder / 99

Specifying which items you want opened at startup / 99

Installing an item in the Apple menu / 100

Using fonts / 100

Outline fonts and bitmapped fonts / 100

Installing fonts / 101

Removing fonts / 101

Setting the time, date, and alarm / 101

Changing the time and date / 102

Setting a time for the Alarm Clock to go off / 103

Turning off the alarm / 104

Adjusting the way the mouse works / 105

Adjusting the way the keyboard works / 106

Character repeat and layout / 106

Controlling the pointer from the keyboard / 108

Setting the alert sound / 108

Changing the sound and volume / 109

Installing a sound / 110

Recording sounds / 110

Removing a sound / 111

Changing the screen's appearance / 112

Changing the desktop pattern / 112

Adjusting the blinking of a menu item / 113

Adjusting the blinking of the insertion point / 114

Changing the items in the Label menu / 114

Changing the way the contents of windows appear / 116

Changing the appearance of icons / 116

Changing an icon / 117

Assigning a label and a color to an icon / 118

Changing the highlight color / 118

Changing the color of windows / 120

Displaying colors or grays / 121

Adjusting screen brightness / 122
Configuring multiple monitors / 122
Turning off the Empty Trash warning / 124
Adding application programs to your system / 125

Appendix Menu Reference / 127

The Finder environment / 128
The Apple menu / 128
About This Macintosh... / 128
Desk accessories / 129
The File menu / 129
New Folder / 129
Open / 129
Print / 130
Close Window / 130
Close All / 130
Get Info / 130
Sharing... / 131
UNIX Permissions... / 131
Duplicate / 132
Make Alias / 133
Put Away / 133
Find... / 133
Find Again / 134
Page Setup... / 134
Print Window... / 134
The Edit menu / 135
Undo / 135
Cut / 135
Copy / 135
Paste / 136
Clear / 136
Select All / 136
Show Clipboard / 136
The View menu / 136
Small Icon / 136
Icon / 137
Name / 137
Size / 138

Kind / 139
Label / 139
Date / 140
The Label menu / 140
The Special menu / 141
Clean Up Window / 141
Empty Trash... / 141
Eject Disk / 141
Erase Disk... / 142
Restart / 142
Shut Down / 142
Logout / 142
The Help menu / 142
About Balloon Help... / 143
Show Balloons / 143
Finder Shortcuts / 143
The Application menu / 143
Hide Program / 144
Hide Others / 144
Show All / 144
The TextEditor program / 144
The TextEditor File menu / 144
New... / 145
Open... / 145
Close / 145
Save / 145
Save as... / 146
Save a Copy... / 146
Revert to Saved / 146
Page Setup... / 146
Print Selection / 146
Quit / 146
The TextEditor Edit menu / 147
Undo / 147
Cut / 147
Copy / 147
Paste / 148
Clear / 148
Select All / 148
Show Clipboard / 148
Format... / 148

Align / 149
Shift Left / 149
Shift Right / 149
The TextEditor Find menu / 149
Find... / 149
Find Same / 149
Find Selection / 150
Display Selection / 150
Replace... / 150
Replace Same / 150
The TextEditor Mark menu / 150
Mark... / 150
Unmark... / 150
List of markers / 151
The TextEditor Window menu / 151
Tile Windows / 151
Stack Windows / 151
List of open windows / 151

Glossary / 153

Index / 159

Preface About This Guide

This guide describes basic features of the operating-system environment for the Apple Workgroup Server 95. The operating system that the server uses is A/UX, Apple's version of the UNIX® operating system. A/UX offers excellent performance and lets you take advantage of both Macintosh and UNIX capabilities.

What you need to know

Basic Skills is intended for users who are unfamiliar with the Finder application program and the desktop environment. You do not need to be familiar with A/UX to use this guide.

This manual presents the skills you need for using the Finder in the A/UX environment. Many of the chapters contain tutorials to help you learn essential techniques and concepts. More advanced information on using A/UX Version 3.0.1 to administer the Apple Workgroup Server 95 is provided in *Server Administration With A/UX 3.0.1*.

What this guide contains

Basic Skills contains the following chapters:

- Chapter 1, "Working on the Desktop," teaches you how to turn on your computer and how to perform basic operations.
- Chapter 2, "Getting Started With A/UX 3.0.1," teaches you how to start up A/UX, log in to an account, change your password, log out, and shut down A/UX.

- Chapter 3, "Using Files and Folders," teaches you how to maneuver within the A/UX file hierarchy and work with files and folders.
- Chapter 4, "Backing Up Your Work With Disks or Tape Cassettes," teaches you how to transfer files and folders to and from floppy disks and tape cassettes.
- Chapter 5, "Working With TextEditor," introduces you to the Macintosh-style text editor that comes with A/UX, which allows you to create and edit text-only files by using the Macintosh menus and a mouse.
- Chapter 6, "Printing From the Desktop," describes the different kinds of printer connections you can use and the various ways of sending a file to the printer while you are using A/UX.
- Chapter 7, "Customizing the Finder Environment," describes several adjustments you can make to your work environment, based on your personal preferences.
- The appendix, "Menu Reference," describes the items in the Finder and TextEditor menus.

The glossary contains definitions of all A/UX terms introduced in this guide.

Conventions used in this guide

Although A/UX links the UNIX and Macintosh environments, the two environments use different terminology. For example, Macintosh users are familiar with the word *folder.* This term represents essentially the same thing that UNIX users call a *directory.* The term *folder* is particularly meaningful when you are using the Macintosh desktop or Finder, because you see items that look like folders. In the UNIX environment, however, the term *directory* is more useful.

For that reason, this guide uses Macintosh terminology when describing how to work with the desktop, and UNIX terminology when describing UNIX operations.

The Courier font

Throughout the Apple Workgroup Server 95 manuals, words that appear on the screen or that you must type exactly as shown are in the Courier font. For example, suppose you see this instruction:

Type `date` on the command line and press RETURN.

The word `date` is in the Courier font to indicate that you must type it.

Suppose you then read this explanation:

After you press RETURN, information such as this appears on the screen:

```
Tues Oct 17 17:04:00 PDT 1989
```

In this case, Courier is used to represent the text that appears on the screen.

The Courier font is used for the names of commands, domains, files, and directories. It is also used for the names of application programs that present an interface similar to that presented by the UNIX operating system (a character-based interface), such as the `login` program. (The names of application programs that present a Macintosh-style interface, such as the Finder, A/UX Startup, and Login programs, appear in the regular text font.)

Italics

When shown in text, commands often contain "placeholder" words or characters that appear in italics. These placeholders represent parts of a command for which you substitute different values when you actually enter the command, depending on what you want to do with the command. For example, in the sample command

`cat` *file*

the word *file* is a placeholder for the name of a file you want to display. If you wanted to display the contents of a file named `Elvis`, you would issue the `cat` command, typing the word `Elvis` in place of *file*. In other words, you would enter

```
cat Elvis
```

Sometimes italic placeholders are used in other contexts—for example, to represent text that appears on the screen or to represent the value of a field in a file. Here is a sample prompt that might appear on your screen:

```
Apple Computer, Inc. (hostname)
login:
```

In this prompt, the word hostname is a placeholder for the name of the host computer to which you can log in.

On-line help and documentation

You can display information about features of the desktop and get on-screen help in several ways.

Balloon Help

The Apple Workgroup Server 95 software comes with a feature called Balloon Help, which provides immediate on-screen help when you need it. If at any time you don't understand the instructions in this guide—or if you see a window, button, menu, command, or icon that you want to know more about—use Balloon Help to get the help you need. For instructions on using Balloon Help, see Chapter 1, "Working on the Desktop."

On-line documentation

The contents of this guide, and of most of the other documentation that comes with the Apple Workgroup Server 95, are provided in electronic form so that you can display them on your screen. If you prefer using on-line forms of documentation, you can use the on-line utility called Apple DocViewer, which comes with the Apple Workgroup Server 95. The user's guide for Apple DocViewer is itself provided in on-line form, in the Documentation folder on your server. The *Apple DocViewer Quick Reference Card,* packaged with the Apple Workgroup Server 95, explains how to start Apple DocViewer and display the user's guide.

For more information

For information about how to set up your system and run A/UX for the first time, see *Setting Up and Managing Your Server,* which explains how to set up your server, peripheral devices, and software, and discusses strategies for administering your server.

For information about using A/UX 3.0.1 to perform advanced administration procedures, see *Server Administration With A/UX 3.0.1: Advanced Concepts and Procedures.*

For detailed information on A/UX, see the A/UX 3.0 documentation suite.

1 Working on the Desktop

This chapter introduces the workspace, called the *desktop,* that appears on your computer screen. Before you read this chapter, you should have set up your server according to the instructions in *Setting Up and Managing Your Server.* This chapter covers the following topics:

- turning the computer on and off
- understanding the desktop and the Finder
- using the mouse
- using icons, windows, and menus
- performing simple desktop functions, such as opening programs and copying files

If you are already familiar with the fundamentals of the Macintosh environment, proceed to Chapter 2, "Getting Started With A/UX 3.0.1." Chapter 2 discusses desktop features and activities that relate to the A/UX operating system.

The Apple Workgroup Server 95 environment

The Apple Workgroup Server 95 operating system, A/UX 3.0.1, combines two computing environments: the UNIX® operating system and the Macintosh operating system. A/UX differs from other versions of UNIX because it offers the flexibility and ease of use of the Macintosh user interface. Because A/UX lets you use the Macintosh desktop features, you do not need to be familiar with the UNIX environment to use the capabilities of the Apple Workgroup Server 95.

The desktop is displayed by an application called the *Finder*. The Finder behaves in a slightly different manner in the A/UX environment than it does in the Macintosh environment. Because the Apple Workgroup Server 95 uses the A/UX operating system, this guide describes the use and behavior of the Finder specifically in the A/UX environment.

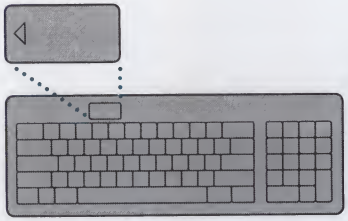
Turning the computer on and off

Before you start up the computer, you should set up your hardware according to the instructions in *Setting Up and Managing Your Server*.

To turn on the computer:

- **Press the POWER ON key.**

The POWER ON key is the key marked with a small triangle. It is at the top of the keyboard, either near the center or in the upper-right corner.



Apple ADB Keyboard



Apple ADB Extended Keyboard

The computer starts up and displays a dialog box that shows you the status of the startup procedure. More detailed information about the startup process is contained in the next chapter. When the startup process is finished, the desktop appears.

To turn off your computer, you use the mouse to choose a command from a menu. If you need to learn these skills, read the rest of this chapter and then come back to this section to turn off your computer.

To turn off the computer:

1. **Point to the Special menu name in the menu bar.**
2. **Press and hold down the mouse button.**
3. **Drag through the items in the menu until the Shut Down item is highlighted, and then release the mouse button.**

 The computer and the monitor turn off.

IMPORTANT If you have Small Computer System Interface (SCSI) devices, such as hard disks, connected to your computer, turn them off after you turn off the computer.

The Finder and the desktop

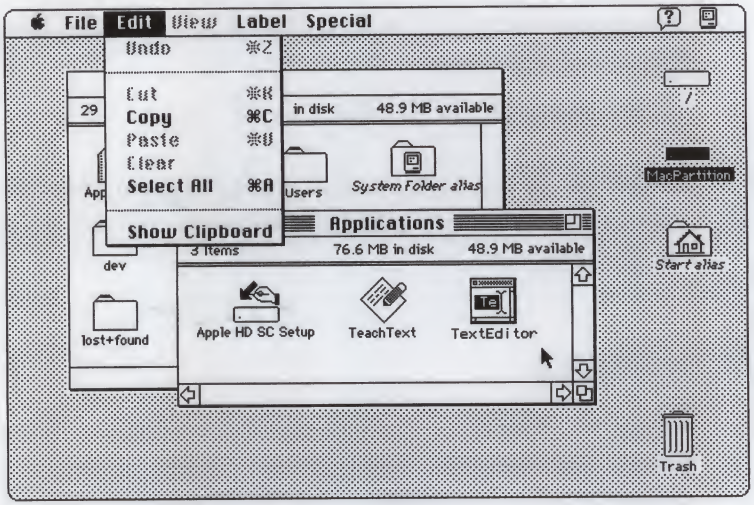
When you start up your system, the desktop appears. The desktop is displayed by the Finder program. This program is always open, although it need not always be the active program (that is, the program currently being used).

The desktop screen is a field of gray (or another color) with a menu bar across the top, an icon (small picture) near the upper-right corner representing the startup disk, and a Trash icon near the lower-right corner. The menu bar contains the names of menus, which are lists of actions that you can perform. You display, or "pull down," a menu by pointing to its name and clicking. (The rest of this chapter explains more fully how to use elements on the desktop.) You might also see windows open in the gray area. (Windows are described later in this chapter.)

The desktop is your workspace on the computer, providing you with a simple way of thinking about using your computer:

- Icons represent containers of information. Disks, programs, files, and so forth are all shown as icons.
- Windows let you view the information in the containers. When you open an icon, a window appears.
- Menus provide lists of actions you can perform on selected icons, windows, or window contents.

The following figure shows a sample desktop with icons, windows, and a menu pulled down.



Chapter 3, "Using Files and Folders," explains in more detail how to use these features of the desktop.

Using the mouse

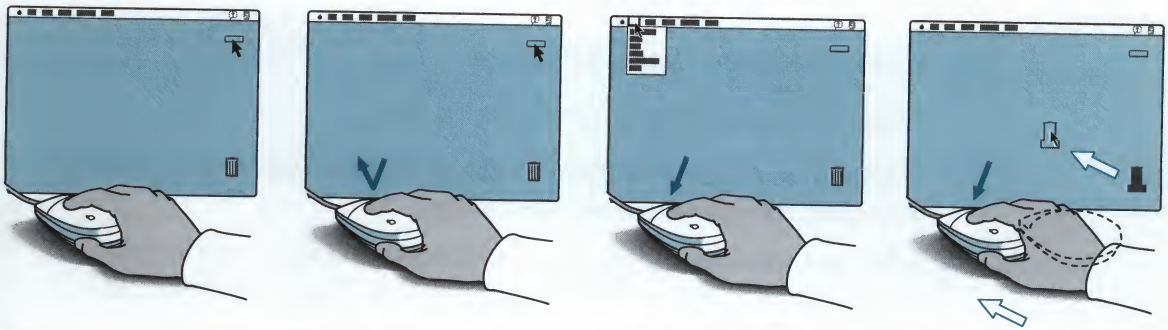
You use the mouse to control the movements of a pointer on the screen. Usually, the pointer looks like an arrow. Much of the work you do on the desktop involves four mouse actions: pointing, clicking, pressing, and dragging.

You *point* to an object on the screen by moving the mouse so that the pointer is positioned on that object. When the pointer is an arrow, the tip of the arrow must be exactly on the object.

You *click* an object on the screen by pressing and quickly releasing the mouse button while the pointer is on that object. When you click an icon, it becomes "highlighted," which means that it is selected. A selected icon is the object of whatever action you choose next.

You *press* by holding down the mouse button without moving the mouse. Don't bear down on the mouse itself. Pressing the mouse button while the pointer is positioned on a menu name or menu icon "pulls down" the menu.

You *drag* an object on the screen by pointing to that object and holding down the mouse button while you move the mouse. When you drag an icon, an outline of the icon follows the pointer on the screen. When you release the mouse button, the icon itself moves.



Point Click Press Drag

A very useful mouse operation is *double-clicking*. Double-clicking is a common shortcut for opening an icon. To double-click, point to an object and click twice in rapid succession without moving the mouse.

To use the mouse to select more than one item at a time, use a SHIFT-click. Hold down the SHIFT key while clicking an item, and continue to hold the SHIFT key down while clicking other items.

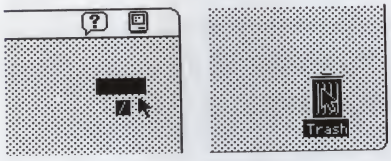
Working with icons

The desktop relies on pictorial representations (icons) to show files, disks, menus, options, or other features. Much of the work you perform on the desktop involves icons. Opening an icon allows you to view its contents in a window, unless the icon represents an application program. When you open a program icon, a blank window opens, ready for use.

To open an icon:

1 **Click the icon once to select it.**

The icon becomes highlighted to show that it is selected.



2 **Point to the File menu name in the menu bar.**

3 **Press the mouse button to "pull down" the File menu.**

4 **Drag the arrow pointer to the Open item (the second item in the File menu) so that it is highlighted, and then release the mouse button.**

When you choose the Open item, the selected icon opens into a window. The icon itself becomes filled in with a pattern of dots, indicating that it has been opened.

A faster way to open an icon is by double-clicking it. To double-click an icon, position the pointer on the icon and click twice in rapid succession.

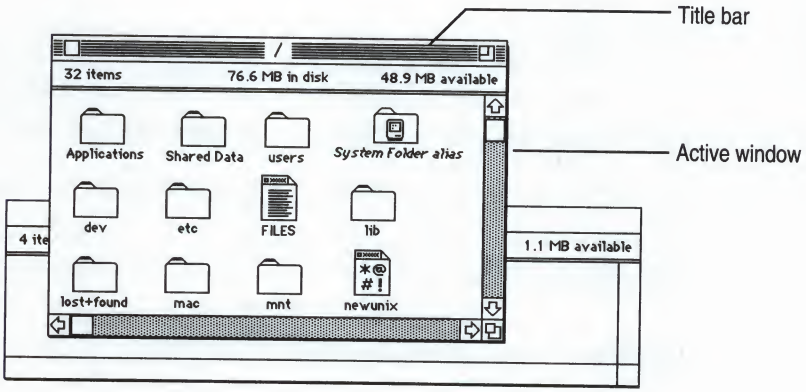
When you open an icon representing a file created by an application program, you open both the file and the program.

Working with windows

Information on the desktop is displayed in windows. Every window has several features that help you view the window's contents. You can

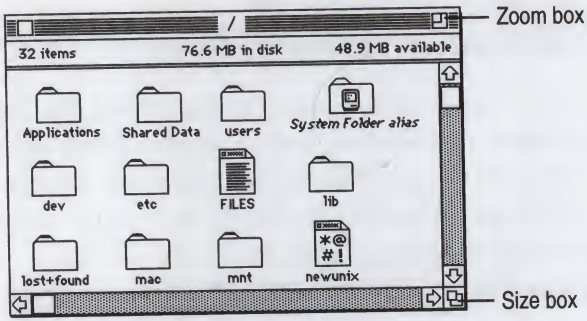
- make the window bigger or smaller
- move hidden contents into view

You can have several windows open on the screen, but only one window at a time can be the active window. Before you work with the contents of a window, you need to make that window the active window. The active window is the one with solid lines across the top (the title bar), on either side of its title. When windows overlap, the active window is the one that's in front. Click anywhere in a window to make it the active window.



Making a window larger or smaller

You can change a window's size by dragging its size box or by clicking its zoom box.



To change a window's size with the size box:

1 **Point to the size box in the lower-right corner of the active window. (If you don't have a window open, select the hard disk icon and choose the Open item from the File menu.)**

2 **Drag the size box in any direction, and then release the mouse button.**

An outline indicates the window's new size as you drag. You can drag in any direction to make the window larger or smaller, wider or narrower.

To change a window's size with the zoom box:

1 **Click the zoom box near the right end of the title bar.**

The window "zooms" to a size that shows all of its contents.

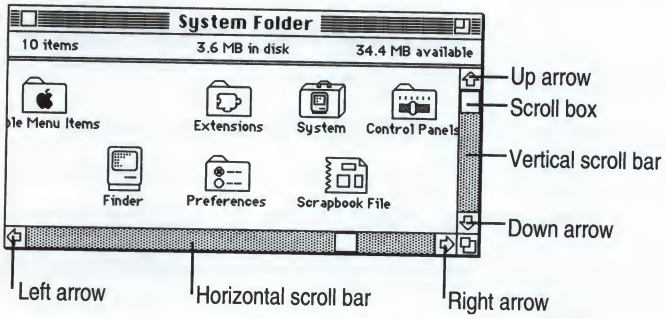
2 **Click the zoom box again.**

The window zooms back to its previous size.

Clicking the zoom box is a quick way to view as much of a window's contents as your screen size allows.

Moving hidden contents of a window into view

Without changing the size of the window, you can view any contents that are currently out of sight by using the window's scroll bars and scroll arrows.



To view the contents by manipulating the scroll bars:

1 **Open the System Folder alias icon on your hard disk.**

2 **Point to the size box in the lower-right corner of the System Folder window.**

3 **Drag the size box diagonally to make the window smaller (about half its current size), then release the mouse button.**

The bars across the bottom (the horizontal scroll bar) and along the right edge (the vertical scroll bar) of the System Folder window should now be gray, indicating that the window has contents that you cannot see at its current size.

4 **Press the right scroll arrow at the right end of the horizontal scroll bar.**

The contents of the window scroll past, bringing into view the icons that had been out of sight and to the right.

A small white box, called the *scroll box,* moves to the right across the scroll bar, showing what part of the window's contents you're looking at.

5 **Press the left scroll arrow at the left end of the horizontal scroll bar.**

The contents of the window scroll past, bringing back into view the icons that had been out of sight and to the left. The scroll box moves to the left across the bar, showing what part of the window's contents you're looking at.

6 **Drag the scroll box toward the middle of the horizontal scroll bar, and then release the mouse button.**

Now the icons near the middle of the window should be visible.

7 **Press the down scroll arrow at the bottom of the vertical scroll bar.**

The contents of the window scroll past, bringing into view the icons that had been out of sight and toward the bottom. The scroll box moves down along the bar.

8 **Press the up scroll arrow at the top of the vertical scroll bar.**

The contents of the window scroll past, bringing into view the icons that had been out of sight and toward the top. The scroll box moves up along the bar.

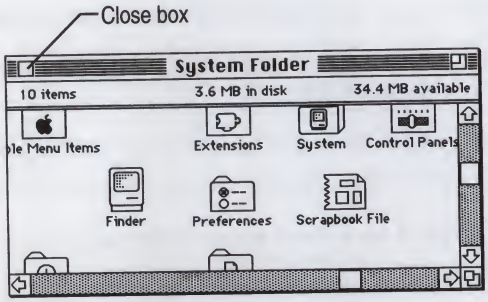
9 **Drag the scroll box toward the middle of the vertical scroll bar, and then release the mouse button.**

Now the icons near the middle of the window should be visible.

Changing the size of a window or moving the contents of a window does not change its contents. The contents remain the same; only what you see of the contents changes.

Closing a window

When you no longer need to see the contents of a window, you can close it by clicking the close box.



To close a window:

1 **Point to the close box near the left end of the title bar of the active window.**

2 **Click the close box.**

The window closes, and its icon is no longer filled in with a pattern of dots.

You can also close a window by choosing the Close Window item from the File menu.

Moving a window

You can move a window anywhere on the screen by dragging its title bar. By changing the position and the size of windows, you can arrange windows in any way that works best for you.

To move a window:

1 **Point to the title bar of the active window (anywhere on the title bar except the close box or the zoom box).**

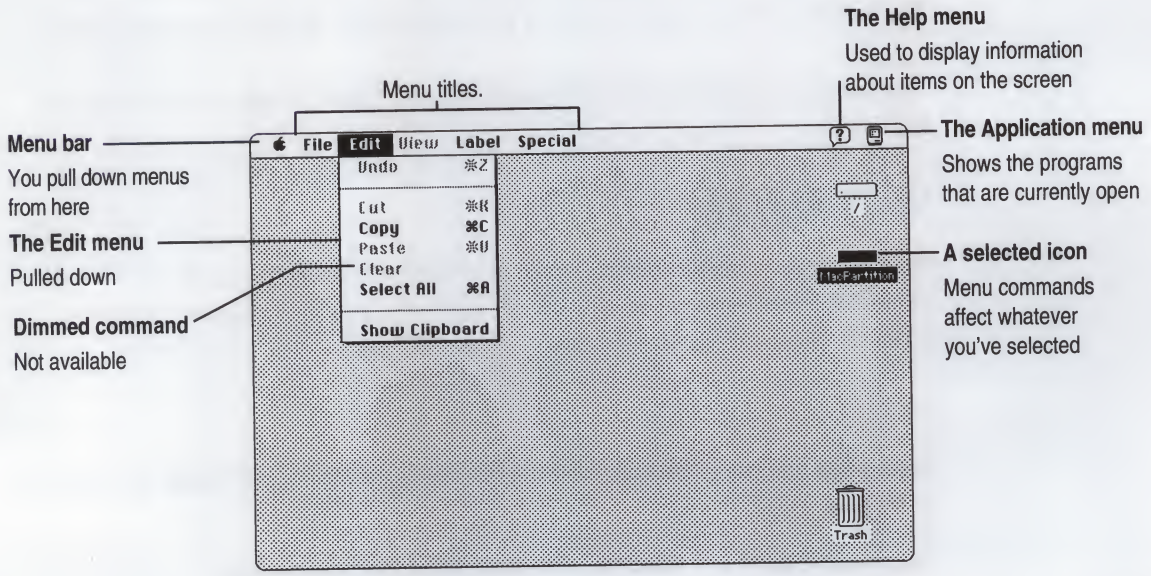
2 **Drag the title bar in any direction, and then release the mouse button.**

When you drag a window's title bar, an outline of the window follows the pointer on the screen. When you release the mouse button, the window itself moves to the position of the outline.

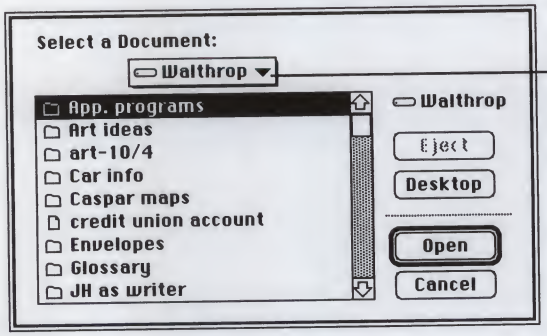
Notice that the active window stays in front of other windows if the windows overlap.

Working with menus

Menus come in two types: pull-down menus and pop-up menus. The menus in the menu bar are pull-down menus, as illustrated in the following figure.



Pop-up menus often appear in special windows called *dialog boxes,* which you use to set options or preferences. You can recognize a pop-up menu by a small, solid, downward pointing triangle next to its name. The name shows the current option or preference. A pop-up menu is shown in the next figure.



Choosing an item from a menu

To choose an item from a menu, point to the menu name, press to "pull down" or "pop up" the menu, drag to the item you want to choose so that it's highlighted, and then release the mouse button.

Some menu items allow you to display subordinate menus called *submenus.* A menu item containing a submenu has a small, solid triangle next to it, pointing to the right. The submenu appears when you highlight the menu item containing it.

To choose an item from a submenu:

1. **Point to the menu name and press to pull down or pop up the menu.**
2. **Drag to the menu item so that the submenu appears.**
3. **Drag sideways to the submenu, drag to the submenu item you want to choose so that it's highlighted, and then release the mouse button.**

Using keyboard shortcuts

Rather than choosing an item from a menu, you can often use a keyboard shortcut to perform the same function as the menu item. These shortcuts involve a combination of keypresses and always involve the use of at least one modifier key, such as the COMMAND (⌘) key or the OPTION key. Some common keyboard shortcuts are shown in menus to the right of the menu items that they correspond to. The following table lists popular shortcuts.

Keypress	Action
⌘–N	Creates a new folder or in some programs, this shortcut creates a new document.
⌘–O	Opens the selected item.
⌘–W	Closes the selected item.
⌘–D	Duplicates the selected item.
Arrow key	Selects the next item in the direction of the arrow (up, down, left, or right).
TAB key	Selects the next item alphabetically (except in the Chooser).
Character key (A, B, C...)	Selects the first item whose name begins with the that character (or the character following closest to it in the alphabet)
⌘–DOWN ARROW	Opens the selected icon.
⌘–OPTION–DOWN ARROW	Opens the selected icon and closes the current folder.
⌘–UP ARROW	Opens the folder that contains the current folder.
⌘–OPTION–UP ARROW	Opens the folder that contains the current folder, and closes the current folder.
⌘–OPTION–O	Opens the selected folder and closes the current folder.
RETURN or ENTER	In the Finder: Selects the selected icon's name for editing, or saves the edited name. In a dialog box: Has the same effect as clicking the button with the bold outline around it

Using the Trash

When you no longer need or want a file or folder, you throw it away by dragging its icon to the Trash (an icon of a trash can in the lower-right corner of the desktop). When you put a file or folder in the Trash, the Trash icon bulges to indicate that it is no longer empty. At this point, you can open the Trash (by double-clicking its icon or by selecting it and choosing the Open command from the File menu) and examine its contents.

When you want to permanently remove the contents of the Trash, choose Empty Trash from the Special menu. The Trash icon no longer bulges, indicating that it is empty. Once you empty the Trash, the items are permanently removed from your system. Until you choose Empty Trash, you do not free any space on your hard disk.

Working with programs

This section provides general information about working with programs. For specific information about a particular program, see the manuals that came with the program.

To practice using a program to create a document and save your work, you can use TextEditor, a simple word-processing program that comes with your computer.

Opening a program

The easiest way to open a program is by double-clicking its icon. Position the pointer on the program's icon and then press and release the mouse button twice in quick succession without moving the mouse.

You can also open a program by using the File menu. For example, you would follow these steps to open the TextEditor program:

1. **Click the program icon once to select it.**
2. **Point to the File menu name in the menu bar.**
3. **Press to pull down the File menu.**
4. **Drag to the Open item (the second item in the File menu) so that it is highlighted, and then release the mouse button.**

When you choose the Open command, the selected icon opens into a window. The icon itself becomes filled in with a pattern of dots, indicating that it has been opened.

When you open the TextEditor program, the following events occur:

- An untitled window opens.
- The TextEditor menu names appear in the menu bar.
- The Application menu icon at the right end of the menu bar becomes the TextEditor icon.

Creating a document

The untitled TextEditor window you just opened is like a blank sheet of paper, a document waiting to be created. In the upper-left corner of the empty document is a blinking vertical line. The line is called the *insertion point* because it marks the place where the text you type will be inserted. As you type text, you can use the mouse to move the insertion point to any place in your document.

Selecting text

You can select text in your document in several ways. You can select a single word by double-clicking it.

To select a block of text:

1 **Move the pointer over the text.**

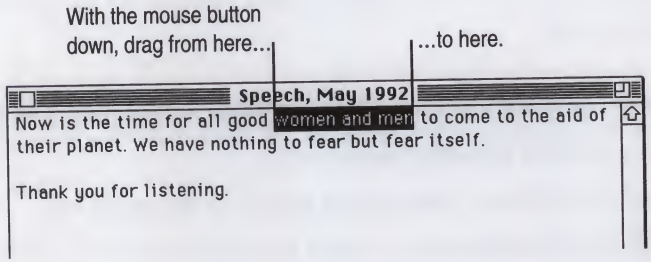
Notice that the pointer changes shape from an arrow to an I-beam.

2 **Position the I-beam just to the left of the first word of the text you want to select.**

3 **Press and hold down the mouse button, and drag across the text until all the text you want is highlighted.**

4 **Release the mouse button.**

The selected text remains highlighted. With this text selected, you can modify it in any way you like.



Changing text

When you are creating or modifying a document, you can delete, duplicate, or move text in your document and between several documents. To do this, you use the Cut, Copy, and Paste commands in the Edit menu.

- **To delete text, select the text and choose Cut from the Edit menu or press COMMAND-X.**
- **To duplicate text, select the text and choose Copy from the Edit menu or press COMMAND-C.**

Once you have cut or copied text, it is stored on the Clipboard—a temporary location in memory—and you can place it in other parts of your document or in other documents. To move text, first cut or copy the desired text and then place the insertion point where you want the text to be added (that is, move the I-beam to the new location and click). Then choose Paste from the Edit menu or press COMMAND-V. Chapter 5, "Working With TextEditor," discusses these operations in detail and provides examples.

Saving your work

Until you save your work, it exists only on the screen and in the computer's temporary memory. Unless you tell the computer that you want to save your changes, they are lost when you turn off your computer or quit the program.

To save your work:

- **Choose Save from the File menu, or press COMMAND-S.**

If you have not already named the file in which to save your work, a directory dialog box appears, asking you for a name for your file. Enter a name and click Save.

A directory dialog box allows you to view contents of disks and folders so that you can save a document in a particular folder or disk, or open a document that's in a particular folder or disk. A directory dialog box appears when you choose Save for the first time or whenever you choose Save As or Open from a program's File menu.

Switching programs

You can have several programs open at one time. The number of programs depends on how much memory your computer has. However, only one program at a time can be the active program—the active program is the one whose window is in front of the other open program windows.

For example, when you open TextEditor, that program is the active program and the TextEditor window is the active window. But TextEditor is not the only program running. The Finder (the program that displays the desktop) is also open, but right now it is not active.

Use either of these methods to switch between programs that are open:

- **Click anywhere in a window to make it the active window and its program the active program.**
- **Choose the name of the program from the Application menu.**

The Application menu lists all of the programs that are currently running and allows you to switch between them. This menu is located in the right corner of the menu bar.

Closing a document

When you close a document, you do not close the program that you used to create it. (Closing a program is called *quitting*.) The program remains open and remains the active program until you quit the program or make another program the active program.

To close a document:

1. **Make the document's window active by clicking anywhere in the window.**
2. **Click the window's close box (near the left end of the title bar) or choose Close from the File menu.**

 Respond to any messages that appear by clicking the appropriate buttons.

Quitting a program

Quitting a program closes the program as well as any documents you may have open that were created with that program. Quitting a program is not the same as closing a document. Closing a document leaves the program open and active.

To quit a program:

1. **Ensure that the program is the active program.**

 Click in a window belonging to the program, or, if no such windows are open, choose the program from the Application menu.

2. **Choose Quit from the File menu, or press COMMAND-Q.**

 Respond to any messages that appear by clicking the appropriate buttons.

Making a copy of a document

It is often convenient to make a copy of a document so you can preserve the original while making changes to the copy. You can copy a document while using the Finder, without having to open the program that created it.

To copy a document:

1. **Click the document's icon to select it.**

2. **Choose Duplicate from the File menu, or press COMMAND-D.**

Changing the name of an icon

You can change the name of an icon to anything you like. An icon name can contain any combination of characters—including spaces, uppercase and lowercase letters, and numbers—except the colon (:) character. When you open a renamed icon, the new name appears as the title of the window.

To rename an icon:

1 **Click the name (not the icon itself) that you want to change.**

When the name is selected, it is highlighted and a box appears around it. The arrow pointer becomes an I-beam pointer.

2 **To replace the entire name, simply type the new name. To change part of the name, use the I-beam pointer to select the characters you want to change, and then type your changes.**

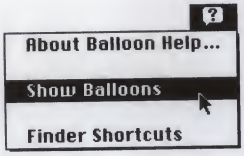
The text that you type replaces the selected text.

Using Balloon Help

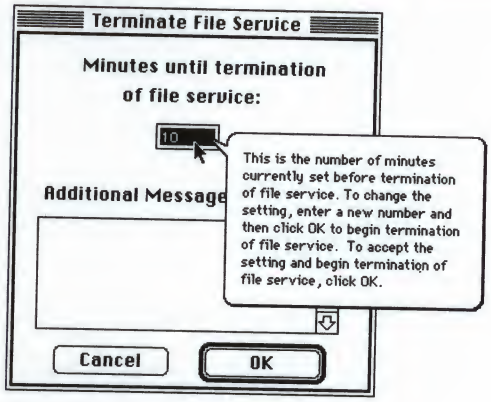
The Apple Workgroup Server 95 comes with an on-screen help system called *Balloon Help.* You can display Balloon Help information any time you don't understand the instructions in this guide—or if you see a window, button, menu, menu item, or icon that you want to know more about.

To use Balloon Help:

1 **Choose Show Balloons from the Help menu.**



2 **Position the pointer over the item you want to know more about.**



A balloon appears with an explanation of that item.

You can turn off Balloon Help at any time by choosing Hide Balloons from the Help menu.

2 Getting Started With A/UX 3.0.1

This chapter introduces A/UX and covers the following topics:

- starting a work session
- logging in to A/UX
- changing your password
- working in a command-line environment with the CommandShell application
- viewing alert and error messages in the A/UX System Console window
- logging out of A/UX
- shutting down A/UX

Introduction to A/UX

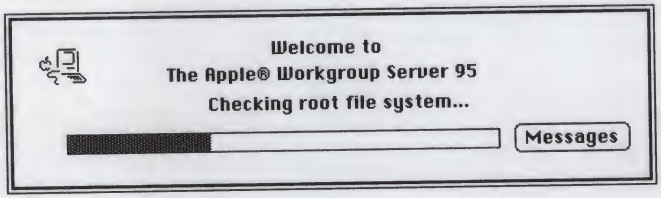
A/UX, the operating system for the Apple Workgroup Server 95, joins two systems that have different histories and different styles of operation. They are the UNIX operating system and the Macintosh Operating System. In practical terms, this means that with A/UX you use the UNIX operating system through the Macintosh user interface. You use Macintosh icons and mouse operations to manipulate the commands and utilities that give UNIX its flexibility and power.

While you are running A/UX, the Finder allows you to open files and folders, close them, copy them, and move them, and to perform a variety of other functions as well. You can use the Finder to manipulate files and folders. This is true whether they are stored in a UNIX file system or in a Macintosh file system.

Starting A/UX

When you press the POWER ON key to start up the computer, the A/UX Startup program begins to run A/UX. A series of screens appear, each screen containing a progress bar to inform you of the progress of the startup sequence. One of these screens is shown here.

The A/UX Startup program checks the condition of the UNIX file systems each time you start A/UX and fixes problems identified during the check. For example, problems can be caused if the system was shut down improperly the last time it was used. This check can last for several minutes.



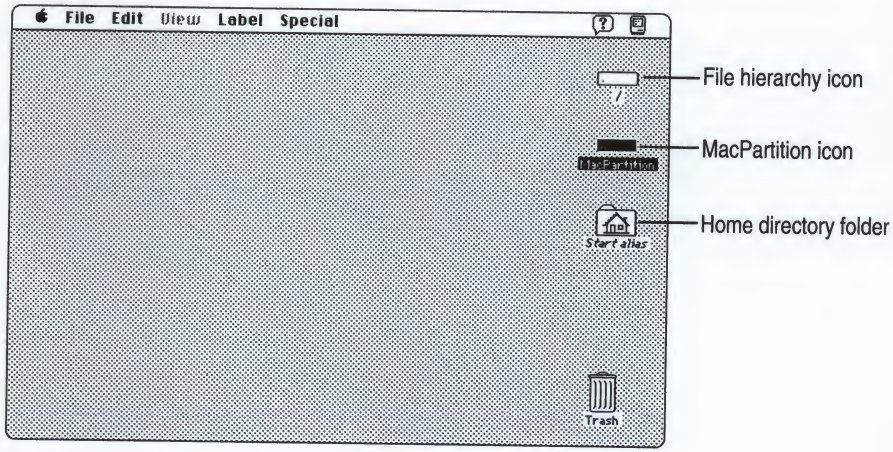
Note: While the A/UX Startup program is starting A/UX, the screen might flicker or even become blank for a moment. However, the progress bar should reappear quickly and the process should continue.

While A/UX is starting, a Cancel button appears at the right end of the progress bar. You can halt the Startup program by clicking the Cancel button.

The Cancel button changes to a Messages button after a few seconds. If you click the Messages button, a small window appears that displays status messages describing the progress of the startup process.

IMPORTANT A/UX might display advisory messages during the startup sequence. In some cases, you must supply information in response to the message. If this happens, an alert box appears and tells you that there is a message for you. When you click the OK button in the alert box, the A/UX System Console window opens. In this window, you can see the messages and enter any information that the program requests. For further information on the A/UX System Console window, see "Using the A/UX System Console Window" later in this chapter and *Server Administration With A/UX 3.0.1.*

By default, the Apple Workgroup Server 95 starts up in the Finder environment for the `root` account. (See the next section, "Logging In to an Account," to learn how to change the default.) The Finder environment that appears after startup contains several important elements. The file hierarchy icon, labeled with a slash (/) character, represents the disk area for file systems and important applications. The MacPartition icon represents the A/UX Startup program and important startup files. If you log in to a user account, the system also displays a folder that allows you to quickly access your home directory.



Logging in to an account

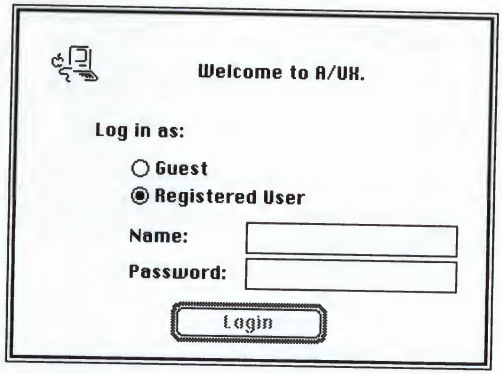
When it is shipped, the Apple Workgroup Server 95 is set up so that you do not need to log in to A/UX. When the server starts up, you are automatically placed in the Finder environment for the account whose name is found in the `Autologin` file. The `Autologin` file can contain no more than one entry. By default, this entry is `root`. This entry tells the system to automatically log you in to the `root` account at startup. You can change the account name in this file to the name of another account if you prefer the system to log you into another account at startup. You can also require users to log in to the system by deleting the entry in the `Autologin` file, leaving the file empty. (For information about editing text files such as the `Autologin` file, see Chapter 5, "Working With TextEditor.")

The `Autologin` file is located in the Preferences folder of the Login System Folder. (The Login System Folder is found in the `sys` folder of the `mac` folder on the hard disk labeled with a slash.)

As shipped, A/UX contains a `Guest` account, to which anyone can log in, and a `start` account, that is used for tutorial purposes. In addition, your system administrator may have created a user account that is meant for your personal use.

The `start` account and the `Guest` account can be used by several users, although your system administrator may require use of a password for logging in to those accounts in order to limit the number of people who have access to them. As shipped, the password for the start account is `my.password` and the guest account has no password. (For information on creating accounts, see *Server Administration With A/UX 3.0.1*.)

If your system is configured for logging in, the Login dialog box, shown in the following figure, appears as soon as A/UX Startup has started A/UX. You can log in whenever the Login dialog box is on the screen.



To log in to an account:

1 **Click the Registered User button in the Login dialog box, unless it is already selected.**

2 **Type your login name in the Name text box.**

If you are logging in to the `root` account, type `root`. If you are logging in to a user account, type the login name. Remember to enter the login name exactly as specified, using lowercase letters unless uppercase letters are indicated.

3 **Press RETURN.**

The text insertion point moves to the Password text box. You can also move the insertion point by pressing the TAB key or by clicking in the Password text box. Each user account has its own password to ensure system security. (For information on changing your account password, see "Changing Your Password" later in this chapter.)

If your user account was created without a password, you may be asked to assign your own password by typing it in the space provided.

4 **Type your password in the Password text box.**

A gray rectangle expands through the Password text box as you enter each character. The characters are hidden from view to prevent others from reading your password.

IMPORTANT Like UNIX, A/UX is case sensitive—that is, it distinguishes between uppercase and lowercase letters. Therefore, if your password consists of all lowercase letters, the system won't recognize it if you type it with any uppercase letters.

5 **Click the Login button or press RETURN.**

If you make a mistake while typing your login name or password, double-click the Name or Password text box to select the text; then press the DELETE key.

Type the login name or password again, and click Login or press RETURN.

If the password and the login name are correct, the system logs you in and the desktop appears after a few moments.

Changing your password

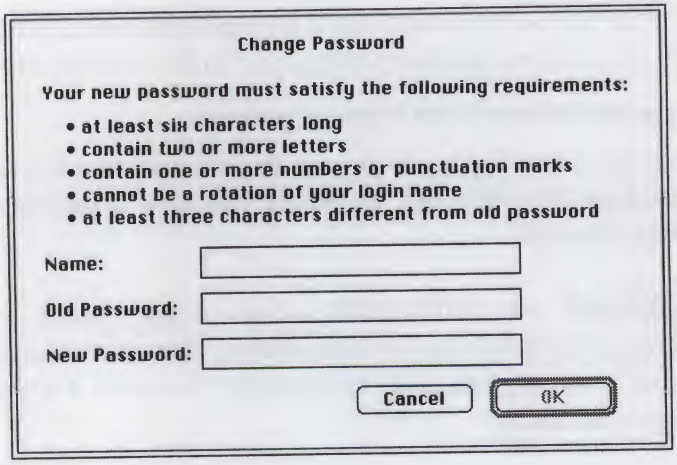
If your system is set up for logging in, you can change your password. Use a password that you can remember without writing it down. Don't use a password that is easy to deduce, such as your name spelled backward, your computer login name in uppercase letters, or the name of a family member. You should change your password from time to time for additional security. To change your password:

1 **Display the Login dialog box.**

If you are already logged in, choose Logout from the Finder's Special menu to display the Login dialog box.

2 **Choose Change Password from the Options menu.**

The Change Password dialog box appears.



This dialog box lists the special restrictions that apply to the characters you can use in a password. If your system administrator overrides these requirements, a description of them does not appear in the dialog box.

3 **Enter your login name.**

4 **Enter your old password.**

5 **Enter your new password.**

Another dialog box appears, asking you to confirm your new password.

6 **Enter your new password again.**

The Login dialog box reappears with the Name and Password text boxes filled in. You can use the Options menu again before completing the login process, if necessary.

7 **Click the Login button in the Login dialog box.**

The system logs you in to A/UX, and your new password takes effect. You must enter it the next time you log in.

Using CommandShell

CommandShell is a program that allows you to display one or more windows in which you can communicate with A/UX by entering commands on a command line, as is traditionally done on most UNIX systems. When you use CommandShell, you communicate with A/UX through a utility call a *shell*. Like the Finder, a shell establishes an interface between you and the operating system. It accepts the commands that you enter and passes them on to the operating system, which executes them. It also displays the operating system's responses.

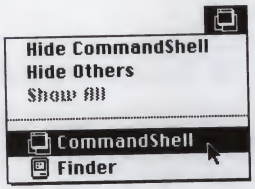
There are several standard shells, each of which interprets your commands and the operating system's responses somewhat differently than the others. For more information on CommandShell, see *Server Administration With A/UX 3.0.1*.

Making CommandShell active

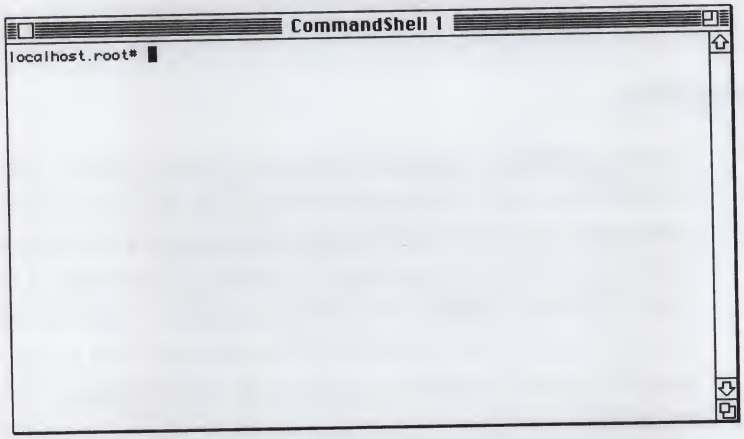
Before you start CommandShell, the Finder should be the active program. (Its menu bar should appear at the top of the screen.)

To make CommandShell active:

- **Choose CommandShell from the Application menu, which is at the right side of the menu bar.**



A window labeled "CommandShell 1" appears and becomes the active window.



When the CommandShell window becomes active, the CommandShell menu bar appears. It contains commands that allow you to manipulate the CommandShell windows and their contents.

Switching between CommandShell and the Finder

You can return to the Finder by clicking on any portion of a Finder window or by choosing Finder from the Application menu. When you make the Finder the active application in this manner, CommandShell remains open. You can make CommandShell active again by clicking on any portion of a CommandShell window or by choosing CommandShell from the Application menu.

IMPORTANT The folder that you are using in the Finder does not determine the directory in which your CommandShell windows are working.

Using the A/UX System Console window

When you are working in the A/UX environment, the system may generate messages regarding its status. In a traditional UNIX environment, these messages appear on a console terminal. Typically, the system administrator monitors these messages, which alert the administrator to take action to avert or remedy a problem. In A/UX, the system messages appear in the A/UX System Console window, a CommandShell window that you display by choosing its name from the Window menu when CommandShell is active.

Displaying the A/UX System Console window

To view the contents of the A/UX System Console window:

1 **Choose CommandShell from the Application menu.**

A CommandShell window becomes active and the CommandShell menu items become available.

2 **Choose A/UX System Console from the Windows menu, or press COMMAND-0 (that is, the number *zero*).**

The A/UX System Console window opens. For information on the messages that may appear in the window, or for information on how to respond to a request for information, see *Server Administration With A/UX 3.0.1*.

Clearing the A/UX System Console window

You should clear the messages from the A/UX System Console window periodically so that you can tell when new messages appear.

To clear the A/UX System Console window:

- **Choose Clear Lines Off Top from the Commands menu.**

 All the information in the window disappears.

Closing the A/UX System Console window

You use the close box to close the A/UX System Console window, just as you would to close any other window. Note that when you close the A/UX System Console window, none of the information in the window is lost. Closing the System Console window is equivalent to "hiding" it.

How A/UX notifies you of an alert message

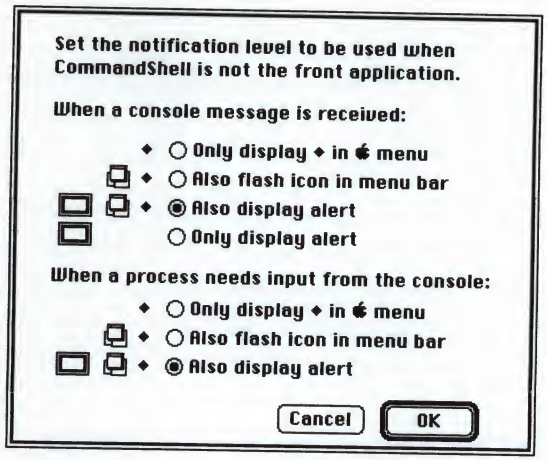
If A/UX needs to bring an alert message to your attention, an icon flashes in the menu bar and an alert box appears. If CommandShell is not the active program, a diamond-shaped symbol also appears alongside the CommandShell item in the Application menu. Choose this item to activate CommandShell; then choose A/UX System Console from the Windows menu to display the alert message.

You can change this default behavior to suppress the alert box, the flashing menu-bar icon, or both.

To change how A/UX notifies you of an alert message:

1. **In CommandShell, choose Notification Levels from the Preferences menu.**

 A dialog box like this one appears.



2 **Click the appropriate buttons and then click OK.**

Using CommandShell to monitor errors

If you are using your Apple Workgroup Server 95 as an AppleShare server, the reporting of many system problems is more comprehensive. By storing system messages in a scrolling window available on the server only, A/UX preserves system errors for future reference. An example of a system message is the message that a disk is full. Such a message would be generated after each failed attempt to place data on a server volume by any client anywhere on the network. As in any other type of AppleShare server configuration, the client would also receive an alert box in the event of a disk-full error.

The system administrator receives the added value of being directly informed of such errors at the server location because the A/UX System Console window is updated with a corresponding but brief A/UX error message. The previous section tells you how to display these messages. For more detailed information on CommandShell, see *Server Administration With A/UX 3.0.1.*

IMPORTANT The error notification feature will be disabled if you quit CommandShell. The program must be running in order for error messages to be properly routed to the System Console window. To leave CommandShell running while you use the desktop for other work, choose Hide CommandShell from the Application menu. Do not choose the Quit command.

Logging out

Logging out is a simple way of ending your work session on the Apple Workgroup Server 95 without shutting down the computer. Logging out allows you to leave the server in a secure state requiring the next user to log in.

If you have deleted the account name from the `Autologin` file, the Login dialog box will appear when you log out. If you have not deleted the entry in the `Autologin` file, you are immediately logged back in to the system. Setting up your system this way provides a convenient way to restart the Finder without shutting down A/UX.

To log out of your account:

1 **Choose Finder from the Application menu to be sure that the Finder is the active program.**

The Application menu appears when you click the icon at the right end of the menu bar.

2 **Choose Logout from the Special menu.**

The system reminds you to save all your unsaved work.

After you log out, the Login dialog box reappears, indicating that you have logged out successfully. The computer remains on and A/UX is still running.

Note: If you are using AppleShare Pro, logging out cancels your active programs.

Shutting down A/UX

Sometimes you need to shut down the server to do system maintenance, such as adding peripheral devices or repairing a file system. You must have `root` privileges to shut down the computer.

> **WARNING** Don't manually turn off the computer while A/UX is running. Doing so may corrupt the file system and cause loss of data. Always use the correct shutdown procedure to turn off the computer.

To shut down A/UX:

1 **With either the Login dialog box or the desktop displayed, choose Shut Down from the Special menu.**

If you want to shut down and start up again immediately, choose Restart instead of Shut Down. The Restart dialog box appears. If you are not logged in to the `root` account, you will be prompted for the password for that account.

If you are the sole user of your system, the system shuts down. If other users are using your server, the Shut Down dialog box appears.

2 **If others are using the system or its services, type a warning message in the text box of the dialog box.**

Your message will be sent to other users to warn them that the system is shutting down.

3 **Type a number specifying the delay, in minutes, between the time the message is transmitted and the time at which the other users must finish logging out.**

Give the other users a reasonable amount of time to save their work and to log out.

4 **Click the Shut Down button.**

After the delay you have specified, the system shuts down. (If you are working in the Restart dialog box, click the Restart button; after the specified delay, the system restarts.)

3 Using Files and Folders

This chapter helps you work with the files and folders on your Apple Workgroup Server 95. It introduces you to the various icons that appear on the Finder desktop and then tells you how to

- create, name, and save files and folders
- organize files on the desktop
- search for files
- work with aliases
- obtain special information about a file, such as when it was created and whether it is locked
- control the way files are listed in a window

The Finder icons in A/UX

This section identifies the various objects that appear on the desktop when you use the Finder in the A/UX environment and explains how you use them.

The A/UX operating system contains many files, folders, and application programs, each of which is represented by an icon in the Finder.

Folder icons

This section illustrates the different folder icons that may appear in the desktop environment.





Folder An icon that resembles either of these two icons represents a folder for which you have read permission—that is, the ability to open the folder and see what files or folders are in it. You may or may not have write permission for the folder—that is, the ability to add, rename, or remove items. A marked tab like the one on the folder labeled `start.bak` indicates that you own the folder, which means that you created it or that ownership has been transferred to you.



Locked folder This icon indicates that you cannot open this folder, nor can you change any of its contents.



Drop box This icon represents a folder for which you have write permission only. You cannot open the folder or read the files in the folder, but you can place files in it.



Active System Folder This icon represents the System Folder that the system is currently using.



Home directory folder This icon represents the alias of your home directory folder. If you are in an account other than `root`, this icon appears automatically at the right edge of the desktop. The name of the folder is normally your login name and the word *alias*. (Aliases are discussed later in this chapter.)

File, program, and utility icons

The following icons represent various kinds of files in A/UX. They include files that are commands, scripts, programs, and text documents.



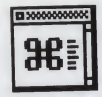
A/UX text files An icon that resembles one of those shown here represents a text file for which you have read permission (top) or one for which you do not have read permission (bottom). When you double-click an icon that resembles the icon labeled `passwd`, the file opens, along with the default text editor. You cannot open a file represented by an icon like the one labeled `john`, because you do not have read permission.



Binary data file This icon represents a file that is not a text file; it contains code that can be read only by the computer or by a program. You can neither read nor execute this file.



A/UX command This icon represents a UNIX command. UNIX commands are described in *Server Administration With A/UX 3.0.1*.



Shell script This icon represents a shell script, often called simply a script. A script is an executable text file that contains a series of commands for the computer to carry out. Many scripts are created by system administrators and by users on site and are not an integral part of the A/UX operating system. Note the similarity between this icon and the A/UX command icon shown earlier. For information on creating scripts, see *A/UX Shells and Shell Programming,* available with the A/UX 3.0 documentation suite.



Executable file (without read permission) This icon represents an application program that you can run, but for which you do not have read permission. Many programs (such as those supplied by other manufacturers) are represented by custom-designed icons, which appear in place of this icon.



HyperCard program icon This icon is an example of a Macintosh program (the HyperCard® program). On A/UX, you can start a Macintosh program such as HyperCard by double-clicking the icon.

File-system icons

This section describes icons that represent UNIX and Macintosh file systems. *Server Administration With A/UX 3.0.1* discusses UNIX file systems in more detail.



UNIX file-system (or / folder) icon This icon represents the root level of the UNIX file system. For a discussion of the traditional representation of the UNIX file system as an inverted tree, see *Server Administration With A/UX 3.0.1.*



Macintosh file system This icon represents a partition or a hard disk that contains a Macintosh file system.



Macintosh floppy disk This icon represents a floppy disk formatted with the Macintosh file system. The system does not display an icon for a floppy disk that is formatted with a UNIX file system or that contains UNIX data. You have access to such a floppy disk only by entering UNIX commands in CommandShell. For more information on UNIX commands and CommandShell, see *Server Administration With A/UX 3.0.1.*

Using files and folders in the Finder

In traditional UNIX terminology, the term *directory* is used for the object that is called a *folder* in the Macintosh environment. Consequently, in traditional UNIX terms, a file system contains directories, which, in turn, can contain files and other directories. The UNIX file systems supported by A/UX follow the same structural paradigm.

Although people working in the CommandShell environment find it useful to think in traditional UNIX terms, and refer to *directories* rather than *folders,* those who are using the Finder prefer to think in terms of folder and file icons. Because the Finder is discussed in this section, the term *folder* is used consistently here.

The Finder has a few rules and limitations. When you name or rename files and folders, observe the following restrictions:

- Names can contain no more than 31 characters.
- Names cannot contain colons (:). In the Finder, colons indicate the next item in a pathname. If you try to use a colon, the Finder converts it to a hyphen.

Creating and naming folders

Most programs let you create and name a new folder in the directory dialog box that appears when you first save a document or when you choose Save As from the File menu.

To create and name a new folder when the Finder is active:

1 **Choose New Folder from the File menu.**

A new folder icon named "untitled folder" appears in the active window (or on the desktop if no window is active). The name is already selected.

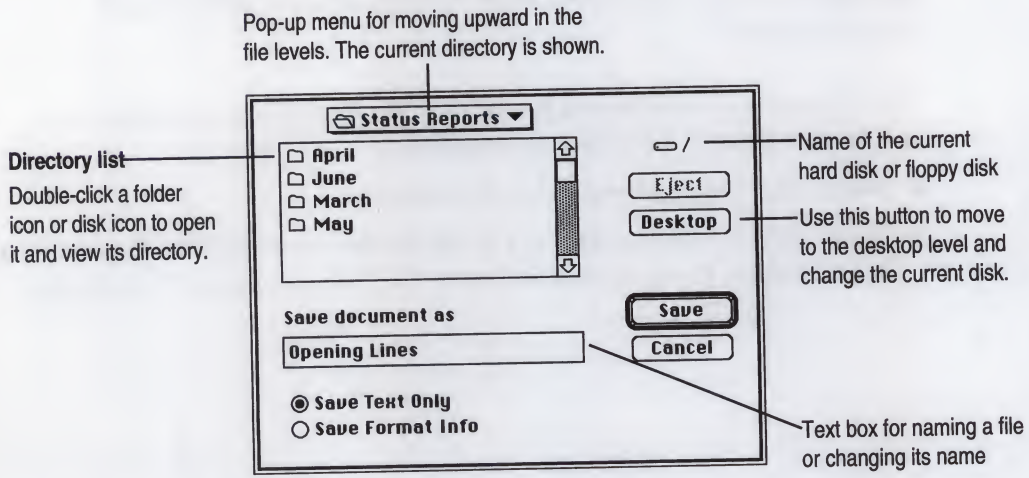
2 **Type a name for the folder and press RETURN.**

You open, move, copy, and remove folder icons in the same way that you do any other icons.

Saving your files in different locations

The first time you save a document that you're creating with an application program, a directory dialog box appears.

You use the directory dialog box to name your document and specify where to store it. Directory dialog boxes vary slightly from program to program, but every directory dialog box has certain common features.



The dialog box always contains a pop-up menu that allows you to view the directory path for the file and determine where to store the file. The pop-up menu has a small, solid triangle, pointing down, next to its name. The menu name indicates the folder in which to save the file. In the preceding figure, the folder is Status Reports. You can change folders by selecting a folder from the list below the pop-up menu or by choosing a different folder from the pop-up menu.

Rearranging icons on the desktop

Choose the Clean Up item from the Special menu to "straighten up" the icons in the active window or on the desktop. (The wording of the Clean Up item changes depending on which icons are active or selected.)

To arrange icons alphabetically by name or according to the list view displayed most recently in that window, hold down the OPTION key while choosing Clean Up Window. Holding down the OPTION key also moves the icons toward the upper-left portion of the window.

When the item is Clean Up All, you can line up all of the icons near the right edge of the screen by holding down the OPTION key while choosing Clean Up All.

If one or more icons are selected, holding down the SHIFT key while choosing the Clean Up item rearranges the selected items only.

Finding a file or a folder

When the Finder is the active program, you can use the Find item in the File menu to find a file or folder on any disk whose icon is on the desktop. (The Find item cannot locate files inside the System file, such as fonts and sounds. You must open the System file to see its contents.)

Finding an item by name

To find a file or folder by name:

1. **Choose Find from the File menu, or press COMMAND-F.**

 A Find dialog box appears.

2. **In the text box, type the name (or part of the name) of the file or folder you want to find.**

 It doesn't matter whether you type uppercase or lowercase letters, as long as the letters that you type are in the name of the item you're looking for.

3. **Click the Find button.**

 The first item that matches the name (or partial name) that you typed appears, highlighted, in a Finder window. If no match is found, your computer emits an the alert sound.

4. **To see the next matching item, choose Find Again from the File menu, or press COMMAND-G.**

 If no more matches are found, your computer emits an alert sound.

Finding a file or folder by characteristics other than name

You can use the Find command to find a file or a folder by searching for its size, its label, the date it was created or modified, or other characteristics.

To Find an item by a feature other than name:

1. **Choose Find from the File menu.**

 A Find dialog box appears.

2. **Click the More Choices button.**

 The dialog box that appears lets you set different search characteristics through pop-up menus; together, these characteristics form a search order.

 The contents of the middle pop-up menu and the text area vary according to the item selected in the left pop-up menu.

3. **Press the pop-up menu on the left to open it, drag to choose an item, and then release the mouse button.**

4. **Press the pop-up menu in the middle to open it, drag to choose an item, and then release the mouse button.**

5. **Adjust the date, choose an item, or type text in the upper-right area of the dialog box.**

6 **Choose a search location from the pop-up menu labeled Search.**

You can choose to search all disks, a specific disk, or the active Finder window.

7 **If you want all found items displayed at once, click the checkbox labeled "all at once" so that an X appears.**

8 **Click the Find button when you have finished setting your search characteristics.**

The first item that matches your search characteristics is shown highlighted in a Finder window. To see the next item found, choose Find Again from the File menu (or press COMMAND-G).

When the items found are displayed all at once, they are shown highlighted in one or more Finder windows.

Finding files and folders through a two-stage search

You can use two sets of characteristics and locate the files and folders that meet both sets of characteristics.

To find items matching two search requirements:

1 **Choose the first set of characteristics that you want to search for.**

2 **Click the "all at once" checkbox so that an X appears.**

When this option is selected, the items that are found will be displayed (highlighted) in a list.

3 **Click the Find button.**

The items found are shown highlighted in a Finder window.

4 **Choose Find from the File menu again, before you click or take any other action.**

You choose Find before taking any other action so that the items located in the first stage of the search remain highlighted.

5 **Choose the second set of characteristics that you want to search for.**

6 **Choose "the selected items" in the Search pop-up menu.**

7 **Click Find to begin the second stage of your search.**

The search is limited to the items found in the first stage, and only those matching both sets of characteristics are highlighted.

Uses of the Find menu item

The Find menu item can help you locate files quickly, organize large quantities of documents, and develop an efficient system for backing up and archiving your work. The following table shows examples of how you might use the Find menu item.

Search characteristic	What can be located
Name	Files whose names you can't recall exactly.
	All files and folders for which you use a standard name, such as status reports or expense reports.
	Files whose locations you have forgotten.
Kind	All application programs.
	All aliases. (Aliases are described in the next section.)
Size	Large files, to make space available on a disk.
Label	All files to which you added the same label (such as "top secret"). See Chapter 7, "Customizing the Finder Environment," for information about labeling.
Lock	Locked files, to unlock them for editing.
Modification date	All files changed since a certain date, for regular backup of new and changed files.
Creation date	All files created before a certain date, for archiving or erasing outdated material.

Using an alias

An alias is a pointer that you can place in any folder to represent a program or document. When you place an alias in a folder, you are not copying the actual program or document into the folder; you are simply placing an icon in the folder as a signpost. An alias points to the original file that it represents, so when you open an alias, you're actually opening the original file. Any changes you make to the file and save are stored with the original file. An alias can serve as a signpost to a file, a folder, a disk, and other kinds of items—even a shared item that you use over a network. You can make as many aliases for an item as you want.

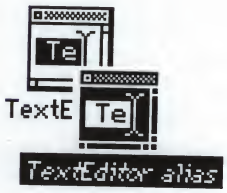
Creating an alias

To create an alias:

1 **Select the item for which you want to make an alias.**

2 **Choose Make Alias from the File menu.**

The alias icon appears on top of the original. Its name is in italics and ends with the word *alias.* The name is already selected.



3 **Change the name of the alias if you want to, and then move it to wherever you want to put it—in a different folder, for example, or on the desktop.**

You may want to place the alias in the Apple Menu Items folder in the System Folder. Placing an alias in this folder allows you to open the original file by using the Apple menu at the left end of the menu bar.

Locating the item to which an alias points

You can locate the item that an alias represents by opening the alias's Info window.

To find the item to which an alias points:

1. **Select the icon of the alias for which you want to find the original item.**
2. **Choose Get Info from the File menu.**

 The alias's Info window appears.
3. **Click the Find Original button.**

 The window containing the original item opens, with the item's icon highlighted.

If you have deleted the item that the alias represents, a message appears, reporting that the original can't be found. Aliases are not deleted when the original files are deleted.

Moving an item onto the desktop

You can make an item easy to find by dragging its icon to the desktop from any window. The icon stays on the desktop until you remove the disk on which the item is actually stored.

If you've placed an icon on the desktop, you can put it back in its original location by selecting it and then choosing the Put Away item from the File menu.

Getting information about a file

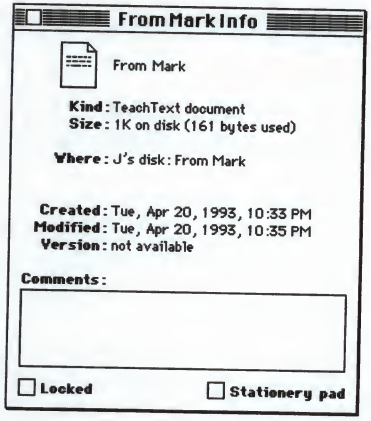
When you're working on the desktop, you can choose the Get Info item from the File menu to display information about a file, such as when a document was created or how much memory a program needs.

To get information about a file:

1. **Select the item for which you want information.**

2 **Choose Get Info from the File menu, or press COMMAND-I.**

A window appears, displaying descriptive information.



You can use the Info window for several purposes in addition to obtaining information. You can use it to lock a file (so it can't be changed or thrown away), turn a document into a stationery pad, change a program's memory allocation, and change the file's icon. (See Chapter 7, "Customizing the Finder Environment," for information on the last procedure.)

You can type comments in the Info window and later search for them with the Find item.

You can also use the View menu, described later in this chapter, to see certain types of information about the files listed in a Finder window.

Locking a file

You use the Get Info item to lock a document or program. Locking a program may affect its operation. Locking a file prevents it from being thrown away or being altered.

To lock a file:

1 **Select the item and choose Get Info from the File menu.**

The file's Info window appears, as shown in the previous section.

2 **Click the Locked checkbox in the lower-left corner so that an X appears.**

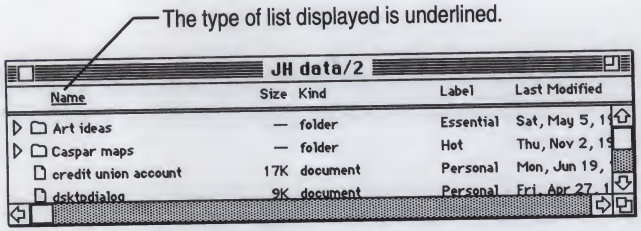
Note: You can't lock a folder, but you can lock the items in a folder, including the contents of folders that you're sharing on a network. You can lock an alias, but doing so does not lock the original file. Locking an alias merely protects it from being thrown away.

Using the View menu

You can use the View menu to display the contents of a window by icon or by small icon, or according to name, size, kind, date, or label. (See Chapter 7, "Customizing the Finder Environment," for information on using the Views control panel to change how files are listed and what information is included.)

Windows are set initially to show items by icon. One of the other views (small icon, name, size, kind, label, or date) can be useful when you have too many files to see easily as icons, or if you want your files arranged according to a particular attribute. For example, listing documents by the date and time of their most recent modification makes backing up files an orderly task.

When the contents of a window are displayed as a list and you want them arranged in another list view, you don't have to use the View menu. As a shortcut, you can click a column heading (such as Size or Last Modified) to rearrange the list according to that heading.



4

Backing Up Your Work With Disks or Tape Cassettes

This chapter describes how to work with floppy disks and tape drives. It tells you how to

- format, lock, copy, and eject floppy disks
- back up files from your hard disk to a floppy disk
- restore files onto your hard disk
- work with and maintain your tape-backup unit

Working with disks

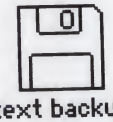
This section tells you how to use floppy disks and hard disks with your Apple Workgroup Server 95, how to make backup copies of critical files on floppy disks, and how to restore the files to your hard disk.

It is important that you make backup copies of individual files as you create and revise them, and that you back up the entire system periodically. Making backups prevents you from losing data or programs should your disk or your system fail. For information on backing up your entire system, see *Server Administration With A/UX 3.0.1*.

Formatting floppy disks for a Macintosh file system

Before you can use a brand-new floppy disk, you must perform a procedure known as *formatting*. During formatting, the computer writes information onto the disk, enabling it to accept either a Macintosh or a UNIX file system. For information about formatting floppy disks for a UNIX file system, see *Server Administration With A/UX 3.0.1*.

If you insert a floppy disk that has already been formatted for a Macintosh file system, its icon appears near the right edge of the screen. The icon will resemble the one shown here.

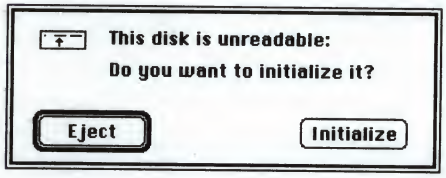


If the floppy disk has not been formatted for a Macintosh file system, your server displays a series of alert boxes to guide you through the formatting process.

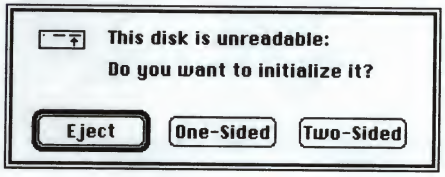
To format a floppy disk for a Macintosh file system:

1 **Insert the disk.**

An alert box appears, telling you that the disk is unreadable. For high-density disks, the following alert box appears.



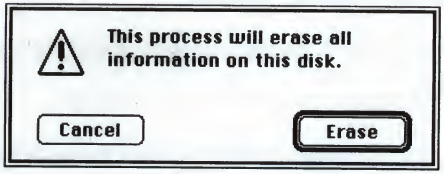
For 800K disks, this alert box appears.



You can cancel the formatting process and eject the disk by clicking the Eject button.

2 **For high-density disks, click the button labeled Initialize in the alert box. For 800K disks, click the button labeled Two-Sided in the alert box.**

The next alert box appears.

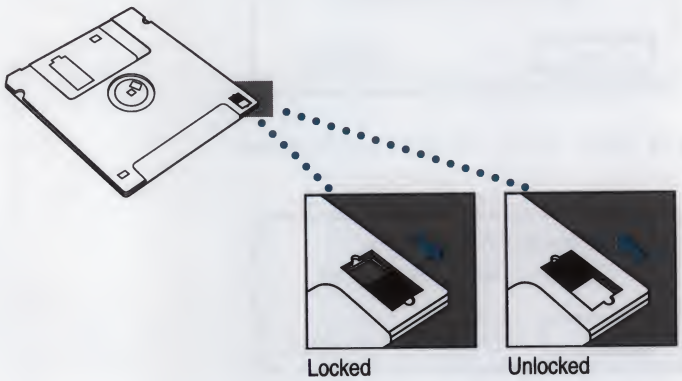


3 **Click the Erase button.**

Click Cancel if the disk contains data that you don't want to erase.

Locking a floppy disk

You can protect the contents of a floppy disk by locking it. When a floppy disk is locked, you can examine the contents but cannot initialize the disk or remove any of the information on it. To lock a floppy disk, use your thumbnail or a push-pin to slide the tab on the back of the disk so that the square hole is open. To unlock the disk, slide the tab back so that it covers the square hole.



Copying a file from a hard disk to a floppy disk

One way to transport or back up files is to copy them to floppy disks. When you are working on the desktop, you can copy a file from your hard disk to a floppy disk by dragging its icon.

To copy a file or folder to a floppy disk:

1 **Insert a floppy disk (formatted for a Macintosh file system) into the disk drive.**

An icon representing the disk appears on the desktop.

2 **Drag the icon of the file or folder that you want to copy to the floppy disk icon. Release the mouse button when the disk icon is highlighted.**

An alert box appears, describing the progress of the copy operation.

You can SHIFT-click to select multiple files or folders to copy.

You can back up the work you store on a hard disk by copying individual files to another disk in the usual way (dragging their icons to the icon of the other disk). You can back up the contents of an entire floppy disk by dragging its icon to another floppy disk icon or to a hard disk icon.

You can also use a commercial backup program, such as Retrospect Remote, to copy some or all files from a hard disk to another hard disk, to a tape drive, or to a series of floppy disks. If your server is equipped with the optional tape-backup unit, see the section "Working With Tape Cassettes" later in this chapter.

Restoring a file from a floppy disk to a hard disk

A/UX provides an easy way to restore files or folders that were backed up by dragging their icons to a disk.

To restore a backed-up file:

1 **Insert in the drive the floppy disk containing the file you want to restore.**

An icon representing the disk appears on the desktop.

2 **Double-click the disk icon to display a window that shows the contents of the disk.**

3 **Select the icon of the file or folder that you want to restore and drag it to the folder on the hard disk on which you want it to reside.**

An alert box appears, describing the progress of the copy operation.

You can SHIFT-click to select multiple files or folders to restore.

If you have a problem copying files to a floppy disk

If you can't save files on a floppy disk, then the disk is damaged or locked, it's too full to store more information, or the disk drive is not working properly. These actions can help you identify the problem:

- Make sure that the tab on the back of the disk is in the unlocked position (that is, make sure the square hole is closed).
- If an alert box reports that the disk is not initialized, and you know that it has been initialized, eject the disk and carefully insert it again. If the same message appears, the disk is probably damaged.

- If an alert box reports that the disk is full, eject that disk and insert another that has adequate space for your document, or remove unneeded files from the disk.
- Check the disk for obvious damage to the plastic case or the sliding metal shutter.
- Insert a different disk and try saving again. If you can't save your files on the second disk, the problem may be with the disk drive. Before concluding that the disk drive is the problem, save your files on a disk in a different drive, if you have one, and then restart the server. In the drive that you think may be malfunctioning, insert a disk that you know is not damaged, and try the same operation again. If you still can't use that drive to save files, see your authorized Apple service provider.

Ejecting a floppy disk

You can eject a floppy disk by using any of the following methods:

- Click the disk icon to select it, and choose Put Away from the File menu. The icon disappears from the desktop and the disk is ejected.
- Drag the disk icon to the Trash. The disk icon disappears from the desktop and the disk is ejected. (Dragging a disk to the Trash does *not* erase the disk's contents.)
- Click the disk icon to select it, and choose Eject Disk in the Special menu. The disk's icon remains on the desktop, but it's dimmed.

You can use the first two methods to remove a hard disk icon from the desktop (or to remove an icon for a disk that you're connected to over a network).

All three methods also work with CD-ROM discs.

If you have problems ejecting a floppy disk

If the drive won't eject a floppy disk when you perform one of the eject operations, either the signal to eject the disk is not reaching the computer or the disk or drive is damaged.

To eject a disk when standard operations don't work:

1. **To eject a disk in the internal drive, hold down the COMMAND (⌘) and SHIFT keys, and press the number 1 key in the top row of the keyboard. To eject a disk in an external floppy disk drive or the second internal drive, press COMMAND-SHIFT and the number 2 key at the same time.**
2. **If step 1 doesn't work, shut down the server by choosing Shut Down from the Special menu. If the disk isn't ejected, hold down the mouse button while you turn the computer on again.**
3. **If step 2 doesn't work, carefully insert the end of a large straightened paper clip into the small hole to the right of the disk drive's opening. Push gently until the disk is ejected. Do *not* use excessive force.**
4. **If step 3 doesn't work, take the computer or disk drive to your authorized Apple service provider to have the disk removed. Never try to force or pry a disk from a drive.**

Working with tape cassettes

You need to read this section only if your server includes the internal tape-backup unit.

The internal 3.5-inch DDS-DC DAT drive and accompanying software can perform full or partial backup and restore procedures for all of the data on your hard disks. In addition, the drive automatically performs error correction and data compression of the files that you back up and restore. The error-correction feature helps ensure a high level of data integrity. The data-compression feature allows more data to fit on a cassette than do conventional backup mechanisms.

When you first supply power to your system, the tape drive performs a self-test. Both tape-drive status lights on the front of the server flash amber during the test. If for some reason the self-test fails, the light on the right becomes solid amber.

Your server comes with the Retrospect Remote software from Dantz, which provides an easy-to-use interface for backing up and restoring data. You can also use standard UNIX utilities such as `tar` or `cpio` to back up your data. For more information about how to use the Retrospect Remote software, see the Retrospect Remote documentation. For more information about A/UX backup utilities, see *Server Administration With A/UX 3.0.1.*

Compatible tapes

Your internal DAT drive is compatible with MRS-quality DDS tape cassettes. MRS (Media Recognition System) cassettes are the highest quality digital data tape available. Your internal tape drive requires this level of quality to perform backup operations successfully. See your authorized Apple service provider for more MRS-quality DDS tape cassettes or their compatible substitutes. Compatible cassettes are typically stamped "Digital Data Storage." If you use cassettes not approved by your authorized Apple service provider, you void the warranty on your tape drive.

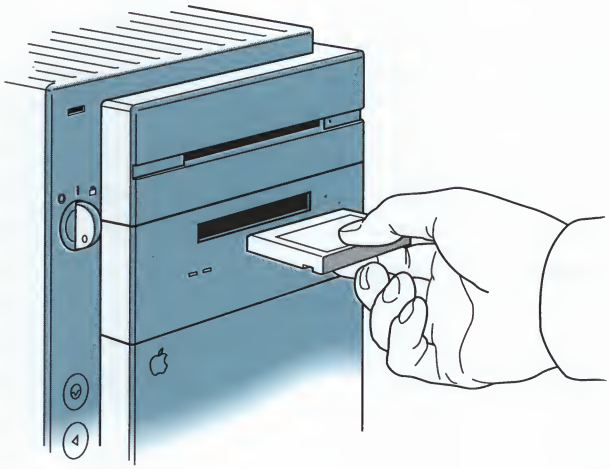
Note: Some vendors of computer products may refer to DDS cassettes as *digital audio tape* (DAT) cassettes. However, DAT cassettes have a different mechanical specification from DDS cassettes. Certain DAT cassettes may work with your tape drive; your authorized Apple service provider can tell you which ones will work.

Tapes supplied with the server

Two cassettes are supplied with your Apple Workgroup Server 95. The first is a blank DDS cassette for backup and restore operations. (The blank tape included with your system can record up to eight gigabytes of data in about three hours.) The second is a cleaning cassette; its operation is discussed later in this chapter.

Inserting tape cassettes

To use a cassette, you insert it into the tape slot in the front panel of the server, as shown in this figure.



As you insert the cassette, the drive pulls it into place and performs a loading sequence, which includes threading and rewinding the tape and checking for error conditions. The loading procedure takes about 30 seconds. When the procedure is completed, a status light on the front of the server glows a steady green. The other light alternates between green and amber to let you know that the tape is being accepted by the drive. The next section explains the status lights more fully.

Status lights

Located next to the tape drive opening are two lights that inform you of the status of tape operations. The light on the left is the cassette light, and the light on the right is the drive light. A solid green light indicates normal operation; a solid amber light indicates a warning condition. Alternating, flashing lights indicate activity between the tape drive and the SCSI bus.

If the cassette light is solid amber, the cassette is write-protected. If the drive light is solid amber, a fault condition exists. The following table lists all the possible meanings of the status lights.

	Cassette light (left side)	Drive light (right side)	Meaning
Read/write states	Flashing green	Flashing green	Cassette loading or unloading
	Green	Green	Cassette loading/on line
	Green	Flashing green	Cassette loaded/activity
	Green	Off	Cassette loaded/off line
Write-protect states	Flashing amber	Green	Cassette loading or unloading
	Amber	Green	Cassette loaded/on line
	Amber	Flashing green	Cassette loaded/activity
	Amber	Off	Cassette loaded/off line
Error states	Green	Green/amber	Media wear (caution)
	Amber	Amber	High humidity/no termination on SCSI bus
	Flashing amber	Flashing amber	Self-test (normal)
	Flashing amber	Amber	Self-test (failure)

The caution signal

If your tape drive detects problems, it displays a caution signal. The cassette light is solid green and the drive light switches between green and amber. You can clear the caution signal by ejecting the cassette.

The caution signal may be caused by dirty tape-drive heads, so if this signal appears, clean the heads and insert the tape again. (Head-cleaning instructions are given in "Cleaning the Tape-Drive Heads," later in this section.) The caution signal may also indicate a worn-out tape. If the tape is old or worn, you should replace the cassette. If you're trying to restore data from a worn tape and the caution signal appears, clean the tape-drive heads, then try the restore operation again.

Removing tape cassettes

You can remove a tape cassette at any time by pressing the eject button located under the tape slot on the right side. You should not press the eject button while the tape is in use. The documentation for Retrospect Remote contains additional methods for ejecting cassettes when using the Retrospect Remote software.

Note: Standard UNIX eject commands will *not* release a cassette from the tape drive.

Locking a cassette

You can lock a DDS cassette by sliding the tab on the back of the cassette so that the hole is visible. Once a tape cassette is locked, data can be read from the cassette but not written to it.

A solid amber cassette light indicates a locked cassette.

Avoiding high humidity

Whenever your tape drive detects water condensation, both status lights glow solid amber. This warning signal cancels any commands in progress. Furthermore, any commands that access the tape are rejected. The tape drive then unthreads the tape to prevent tape and tape-head damage.

To minimize the chance of condensation, adhere to the environmental requirements in *Setting Up and Managing Your Server,* and follow these general cassette guidelines:

- Use tape cassettes at temperatures between 5° C (40° F) and 40° C (113° F).
- If you expose the tape cassettes to temperatures outside the operating limits, you can stabilize them by leaving them in the proper operating temperature for a minimum of two hours.

Follow these guidelines to avoid temperature problems:

- Avoid exposing cassettes to severe temperature conditions. For example, don't store a cassette in a car in bright sunlight.
- Avoid transferring data to or from a tape cassette when the temperature is changing by more than 10° F per hour (roughly 5° C per hour).

Cleaning the tape-drive heads

The most common reason for the display of a caution signal on the front panel is that the tape-drive heads are dirty. Although your tape drive has a built-in roller for cleaning the heads during normal operation, you still need to perform a separate cleaning step as part of preventive maintenance.

Your system comes with a cleaning cassette that you should use to clean the tape-drive heads after every 25 hours of running time.

Use only a DDS cleaning cassette. When you insert the cleaning cassette into the drive, the drive automatically loads it and cleans the heads. When the cleaning process is completed, the drive automatically ejects the cassette. Keep a record of how many times you use the cleaning cassette. After 25 uses, replace it.

The interval at which you clean the tape drive depends on how often you use it. In general, if you back up daily, you should clean the drive weekly. If you back up weekly, you should clean the tape drive once a month.

For more information about using the cleaning cartridge, refer to the instructions provided with the cleaning cartridge. For additional cleaning cassettes, see your authorized Apple service provider.

5 Working With TextEditor

This chapter describes how to use the TextEditor application program to create and edit text files. It presents tutorials with step-by-step instructions that show you how to accomplish simple writing and editing tasks.

This chapter discusses the following topics:

- starting and quitting the TextEditor program
- creating and saving documents
- editing and formatting text
- printing documents with TextEditor

If you are not familiar with Macintosh text-editing tools, you should read this entire chapter. Otherwise, you can start with "Formatting and Other Features," and read other sections as needed.

Introduction to TextEditor

The TextEditor application program allows you to create and edit text files by using the mouse and menu items in the traditional Macintosh manner. TextEditor creates a file that contains only the text characters that you type at your keyboard (including tab and return characters). This kind of file is called a *text-only file* (or an *ASCII text file*), which means that the file does not contain any formatting commands (such as font settings) that might confuse other programs that try to use your file. A text-only file can be read by any text-editing or word-processing program. Moreover, you can use TextEditor to write programs or shell scripts, which should never contain hidden formatting characters.

To preserve the text-only nature of its text files and still allow you certain formatting choices, TextEditor gives you the option of saving the file's formatting information. It saves this information in a separate file called a *resource fork* while it saves the text characters in a text-only file. These formatting choices include adjusting the tab settings and choosing fonts. These features are described later in this chapter.

The resource fork has the same filename as the text file, but it is preceded by a percent sign (`%`).

Because TextEditor reads and writes text-only files, you can use it to work with files created with any other text-only text editor. Thus, you can edit MacWrite® files saved with the Text-Only option. When you choose the Open item, TextEditor's directory dialog box displays a list of all text files in the folder, regardless of the program used to create the file.

A/UX also comes with a commonly used UNIX text editor called `vi` (which stands for *visual editor*). This text editor is available on the A/UX CD-ROM; however, it is not installed automatically. To learn how to install this editor, consult *Setting Up and Managing Your Server.* TextEditor can read and edit text files created with `vi`, and vice versa. For information about working with `vi`, consult *A/UX Text-Editing Tools* in the A/UX 3.0 documentation suite.

To work through the tutorial in this chapter, you must work in the `/users/start` folder or log in to the `start` account. When the server is shipped, the password for the start account is `my.password`. (For information about the `start` account and logging in, see Chapter 2, "Getting Started With A/UX 3.0.1.")

Starting TextEditor

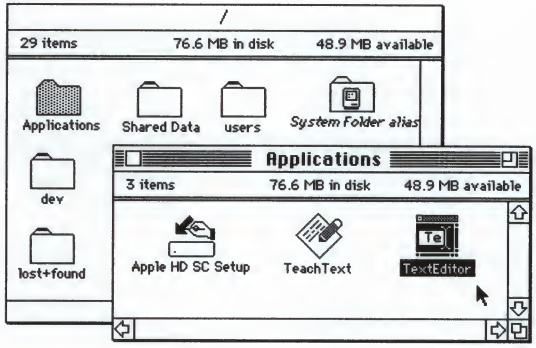
You can start TextEditor from the Finder by double-clicking the TextEditor icon, an alias of the TextEditor icon, or a text-file icon.

This tutorial shows you how to start TextEditor by creating an alias of the TextEditor icon and then double-clicking the alias.

TextEditor is located in the Applications folder.

To create a TextEditor alias:

1 **Open the Applications folder and select the TextEditor icon.**



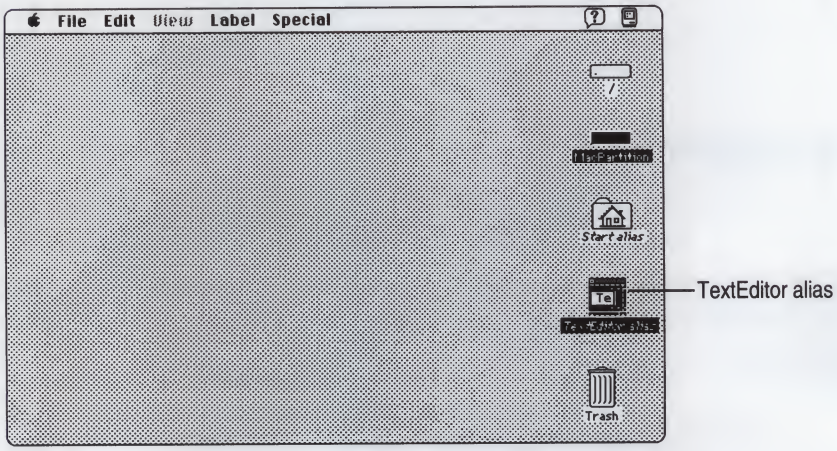
2 **Choose Make Alias from the File menu.**

A new icon named "*TextEditor alias*" appears in the Applications window.

If an alert box appears, asking whether you want the alias icon to appear on the desktop, click Yes.

3 **If no alert box appears, drag the *TextEditor alias* icon to the desktop.**

You can now use the *TextEditor alias* icon without having to open folders.



Creating a document

To create a new document with the *TextEditor alias* icon:

- **Double-click the *TextEditor alias* icon.**

A TextEditor window named Untitled appears. You can now begin to create your text file.

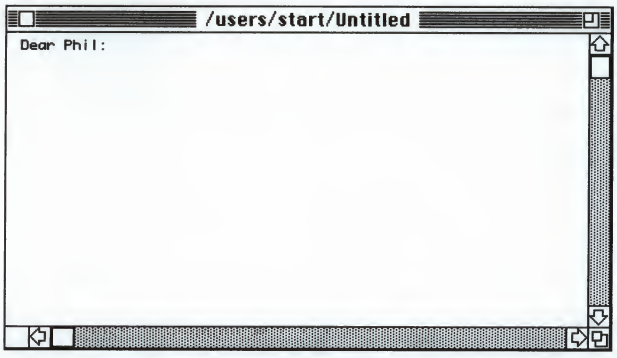
Entering text

Begin by creating an office memo:

1 **Type the following text.**

```
Dear Phil:
```

The window on your screen should look like the one shown here.



2 **Press the RETURN key twice and type the following text:**

```
I received your letter about the purchase of land for a
new office building.
```

You have probably typed past the edge of the window. Unlike many word processors, TextEditor does not automatically move to the next line when you type past the right edge of the window. This is a feature that programmers find useful.

3 **Move the I-beam pointer to where you want the line break to be; then click.**

This action repositions the insertion point on the line. You can also move the insertion point to the left by pressing and holding down the LEFT ARROW key.

4 **Press RETURN to move the rest of the sentence to the next line.**

5 **Move the insertion point to the end of the text, and press RETURN twice to start a new paragraph.**

6 **Type the following text. Remember to press RETURN to go to the next line before you reach the edge of the screen again.**

```
It's true that the financial reports for the last quarter
are not in yet, but there is a general feeling that the
numbers look good. This might be the perfect time to
submit your plan.
```

7 **Press RETURN twice to create a new paragraph, and then type the following text:**

```
I don't want to rush you, but perhaps you should get ready
to take advantage of a real opportunity.
```

Cutting and pasting text

The sentence that you typed in step 7 in the preceding section might look better right before the material you typed in step 6. The two paragraphs would then read as follows:

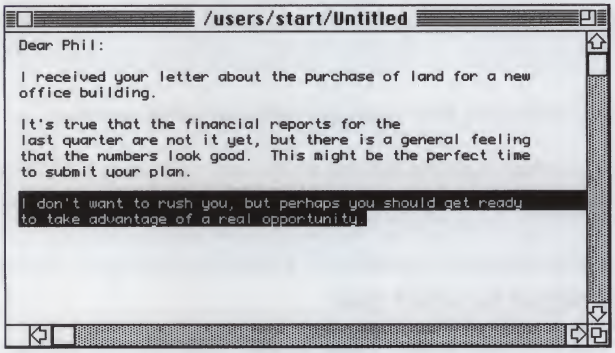
```
I don't want to rush you, but perhaps you should get ready
to take advantage of a real opportunity.

It's true that the financial reports for the last quarter
are not in yet, but there is a general feeling that the
numbers look good. This might be the perfect time to
submit your plan.
```

To rearrange the text:

1. **Place the I-beam just before the first letter of the sentence beginning** `I don't want`.
2. **Hold down the mouse button and drag the I-beam past the period after the words** `real opportunity`. **Release the mouse button.**

The text is now selected.



You can perform various operations with a block of selected text. In this case, you are going to cut and paste the text.

3 **Choose Cut from the Edit menu.**

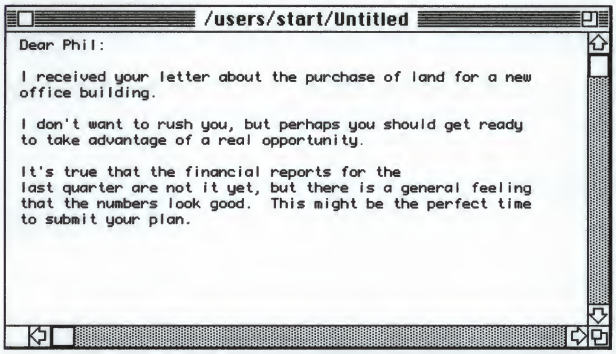
The selected text disappears. The passage that you cut is saved on the Clipboard. (If you choose the Show Clipboard item from the Edit menu, a window appears, showing the selected text saved in the Clipboard.)

4 **Move the I-beam pointer to the end of the first paragraph and click. Then press RETURN twice to create a new paragraph.**

This places the insertion point where you are going to paste the text that you just cut.

5 **Choose Paste from the Edit menu.**

The selected text appears in its new location.



The selected text remains on the Clipboard until you replace it with another block of selected text. If you wanted to, you could paste copies of it in any number of other places in the document.

To save this memo, go to the next section.

Saving a new document

If you wish to keep a file you have created, you must save the file and give it a name.

To save the memo:

1 **Display the File menu.**

Point to the menu name, and press and hold down the mouse button. The first three of the following four items allow you to save a file:

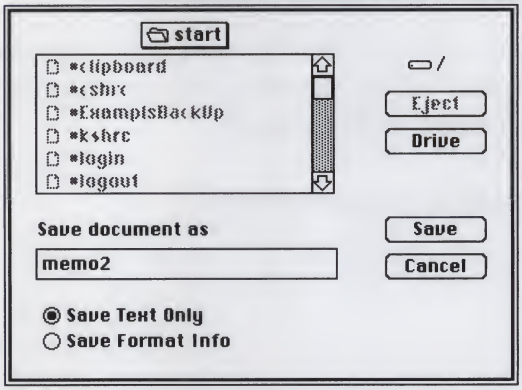
- Save
- Save As
- Save a Copy
- Revert to Saved

(The actions of all four commands are described at the end of this exercise, after step 5.)

2 **Choose Save As.**

A Save As dialog box appears, asking you to specify a name for the file.

3 **Type the name** `memo2` **in the "Save document as" field.**



4 **Be sure that the Save Text Only button is selected.**

If you had used any of the formatting options (described later in this chapter), you could have saved them in a separate file by selecting Save Format Info. The document would then be saved in two files, `memo2` and `%memo2`. The second of these, the resource fork, would preserve the formatting information. However, since you haven't used the formatting options, it isn't necessary to create an extra file.

5 **Click Save.**

The memo is saved as a file with the filename `memo2`.

Here is a summary of the four File menu items that deal with changes to a file:

Save: If the file in the active window already has a filename, the Save item automatically saves it under its current name, without closing it. The original version of the file of that name is overwritten in the process. This menu item is dimmed (and therefore cannot be used) if the file hasn't been modified since it was last saved.

Save As: In addition to using this menu item to name a new file (as you have just done), you can use it while working on a file that already has a name. This lets you save an edited file under a new name, leaving the original intact. The file that you originally opened remains unchanged, just as it was when last saved.

Save a Copy: This menu item saves the file, in its current state, under a new filename. You can then continue editing the *original* file.

Revert to Saved: Use the Revert to Saved item to throw away any changes you have made since you last saved the document. This item is dimmed if the document has not been modified since it was last saved.

Editing an existing document

The tutorials in this section show how to edit or rewrite a document that you have created.

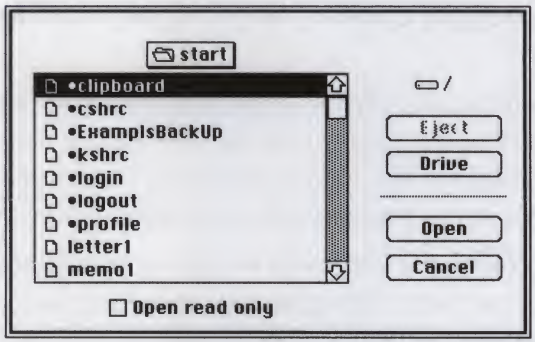
Opening a file

If TextEditor is running, you can open a file for editing by choosing Open from the File menu. This item allows you to open any text-only file, regardless of what application was used to create the file.

To open a document:

1 **Choose Open from the File menu.**

A directory dialog box appears.



2 **Double-click the name** `memo1`.

The document appears in a window and is ready for editing.

Alternately, to open a document:

- **Double-click the icon of the file to be edited.**

TextEditor starts running and the file that you clicked is opened for editing.

To find the file to use with this tutorial:

1 **Open the `start` folder. This folder is contained in the `users` folder on the slash (/) hard disk.**

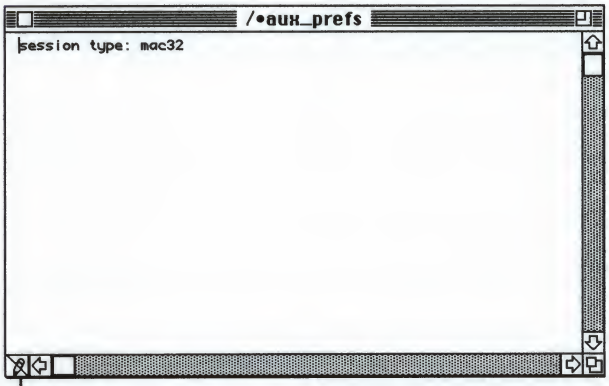
If you have not quit TextEditor since working through the last tutorial, you are already working in the `start` folder.

2 **Double-click the `memo1` file icon.**

The `memo1` file is opened and the document is displayed. Now you can alter this document and save it under a new name.

Opening read-only files

You can open a file for which you have read permission but not write permission. To do this, be sure that you have selected the "Open read only" checkbox at the bottom of the Open dialog box. If you open a document for which you do not have write permission, an icon indicating that you don't have write permission appears at the lower-left corner of the window. You can read the document, but you cannot change it.



Deleting and rewriting text

Examine the beginning of `memo1` on your screen. Notice the sentence that begins halfway through the second line of the first paragraph of `memo1` ("Every salesperson who's . . .").

To delete or alter text:

1 **Select the phrase** `Every salesperson who's`.

Drag the I-beam across the phrase to just past the word `who's`; then release the mouse button.

2 **With the phrase selected, type the following text:**

```
The salespeople who have
```

The selected text disappears as soon as you begin to type. This is the fastest way to replace a block of text. It saves you the trouble of first deleting text and then typing the new text.

3 **Select the letter** `s` **at the end of the word** `knows` **in the next line; then press DELETE to delete the letter.**

Copying and pasting between documents

Next, you will add the entire memo you have just edited to the bottom of a business letter. The letter is in the `start` folder, in the file `letter1`.

To select the material to be copied:

1 **With the window that contains** `memo1` **displayed, choose Select All from the Edit menu.**

This menu item selects the entire document.

2 **Choose Copy from the Edit menu.**

The selected text (in this case, the entire memo) is saved on the Clipboard.

To open the document to which you'll copy the text:

1 **Choose Open from the File menu.**

This displays a list of all the files in the `start` folder.

2 **Double-click** `letter1`.

3 **Scroll to the end of the letter by using the scroll bar at the right edge of the window.**

4 **Place the insertion point at the end of the signature and press RETURN twice to start a new paragraph; then choose Shift Left from the Edit menu to move the insertion point to the left margin.**

5 **Type the following postscript:**

```
PS: To give you a clear idea of our level of commitment to
customer support, I'm appending a memo I recently sent to
my staff.
```

6 **Press RETURN twice to skip two lines; then choose Paste from the Edit menu.**

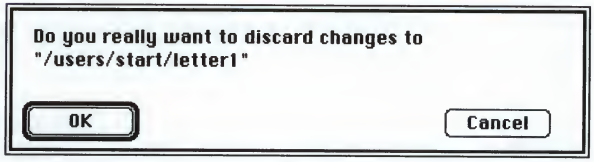
All of the copied text appears at the insertion point.

Normally you would now save the changed file, but because other users use these tutorials, don't save the changes.

To close a document without saving your changes:

1 **Choose Revert to Saved from the File menu.**

The Revert to Saved item causes all changes to the document to be removed. An alert box appears.



2 **Click OK.**

The alert box disappears.

3 **Click the close box of the `letter1` window (the small square at the upper-left corner of the window).**

The window that contains `memo1` is still displayed.

4 **Close the `memo1` window without saving the changes by clicking its close box or by choosing Close from the File menu.**

Finding and changing text

One of the most important time-saving features of a text editor is its ability to search through a document for a specific word, phrase, or string of characters and to change it automatically.

Finding text

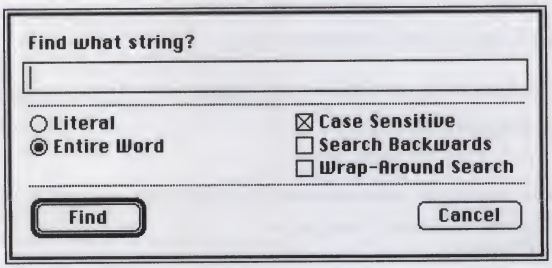
TextEditor lets you find a word, phrase, or character string.

To find a specific block of text:

1 **Open the `start` folder and double-click the `memo1` icon to open the document.**

2 **Choose Find from the Find menu.**

A dialog box like this one appears.



3 **Click the Entire Word button and the Case Sensitive checkbox.**

You click the Entire Word button to find the item only when it is an independent word (that is, when it is not part of another word). You would click Literal instead of Entire Word if you wanted to find all instances of a string of characters, even when the string is embedded in another word. Thus, if you clicked Literal and searched for the word *it,* the system would find *bit, split, flit,* and so on.

You select the Case Sensitive checkbox to tell the system to search only for words with the same uppercase and lowercase letters as the word you indicate.

4 **Type `good` in the "Find what string?" text box.**

5 **Click the Find button.**

The word `good` in the last line of the document becomes highlighted.

The dialog box displayed by the Find command gives you the following options as well:

Search Backwards: Searches backward from the current selection to the beginning of the file. (Normally, the search moves forward and stops at the end of the file.)

Wrap-Around Search: Searches forward from the location of the insertion point to the end of the file, then starts again at the beginning of the file and continues the search up to the starting insertion-point position.

Note: You can reverse the direction of a search operation by pressing SHIFT as you select the menu item or by pressing SHIFT while you click OK. For example, if you are in the middle of a file and you want to find a string that occurs earlier in the document, hold down the SHIFT key while you click Find. The search then proceeds backward through the first part of the file. The direction is changed for the current search only.

Replacing text

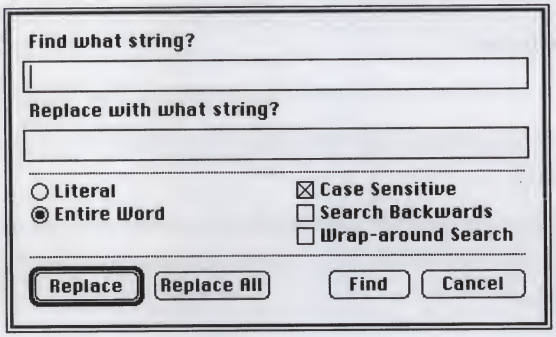
TextEditor lets you find a word, phrase, or text string and replace it automatically with a different word, phrase, or text string.

To replace a text string:

1 **Open the `start` folder (in the `users` folder), and double-click to open `memo1`.**

2 **Choose Replace from the Find menu.**

A dialog box like this one appears.



3 **Select Entire Word and Case Sensitive.**

You click the Entire Word button to find the item only when it is an independent word (that is, when it is not part of another word). You would click Literal instead of Entire Word if you wanted to find all instances of a string of characters even when the string is embedded in another word. Thus, if you clicked Literal and searched for the word *it,* the system would find *bit, split, flit,* and so on.

You select the Case Sensitive checkbox to tell the system to search only for words with the same uppercase and lowercase letters as the word you indicate.

4 **Type `good` in the "Find what string?" text box.**

5 **Type `excellent` in the field labeled "Replace with what string?"**

6 **Click Replace (or press RETURN).**

The word `good` is replaced by the word `excellent`.

The dialog box displayed by the Replace command gives you the following options as well:

Replace All: Changes all occurrences of the word `good` (or whatever string you indicate) automatically.

Cancel: Removes the dialog box. No further action is taken.

Search Backwards: Searches backward from the current selection to the beginning of the file. (Normally, the search moves forward and stops at the end of the file.)

Wrap-Around Search: Searches forward from the location of the insertion point to the end of the file, then starts again at the beginning of the file and continues the search up to the starting insertion-point position.

Formatting and other features

If you use any formatting features, you can save the formatting information by selecting Save Formatting Information in the Save As dialog box. This causes an extra file, called the resource fork, to be saved. The resource fork contains the formatting information.

The Edit menu and the Window menu make the following features available to you:

- selecting fonts
- selecting tab settings
- automatically aligning text with the previous line (Auto Indent)
- showing invisible characters, such as tabs, spaces, and returns
- shifting a block of text left or right by one tab stop
- aligning selected text with the top line of the selection
- arranging multiple windows to be stacked one over the other or tiled (placed alongside one another)
- marking a place in the file

The following sections explain how to use these features.

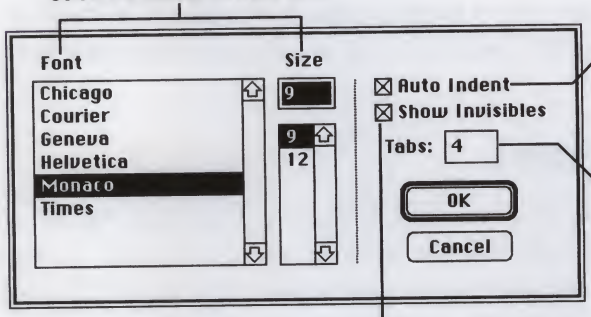
Formatting text

You can use the Format item to change the font and size of text, set tabs, automatically align text, and display or hide "invisible" characters.

To use the Format item:

1 **Choose Format from the Edit menu.**

A dialog box like this one appears.



Selecting font and size
Select the desired font and size.

Automatically aligning text
Click this checkbox to select Auto Indent. You can click it again to deselect it, thus turning off Auto Indent.

Selecting tab settings
Type the desired number of spaces in this text box.

Showing invisible characters
Click this checkbox to display spaces, tabs, returns, and control characters. You can click it again to deselect it, thus hiding the "invisible" characters.

2 **When you have finished formatting the text, click OK.**

Shifting a block of text left or right

To shift an entire block of text one tab stop to the left or to the right:

1 **Select the block of text.**

2 **Choose Shift Left (or Shift Right) from the Edit menu.**

Arranging multiple windows

If you are editing several documents at the same time, you have a choice of stacking or tiling the windows.

To rearrange windows on the screen:

1 **Choose Open from the File menu.**

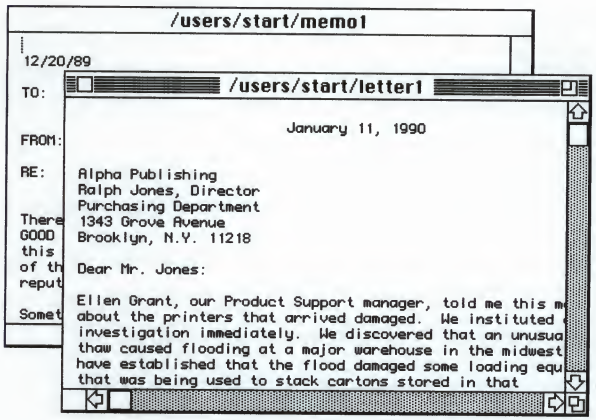
2 **Double-click the `memo1` file in the `start` folder.**

The document appears in a window and is ready for editing.

3 **Choose Open from the File menu again.**

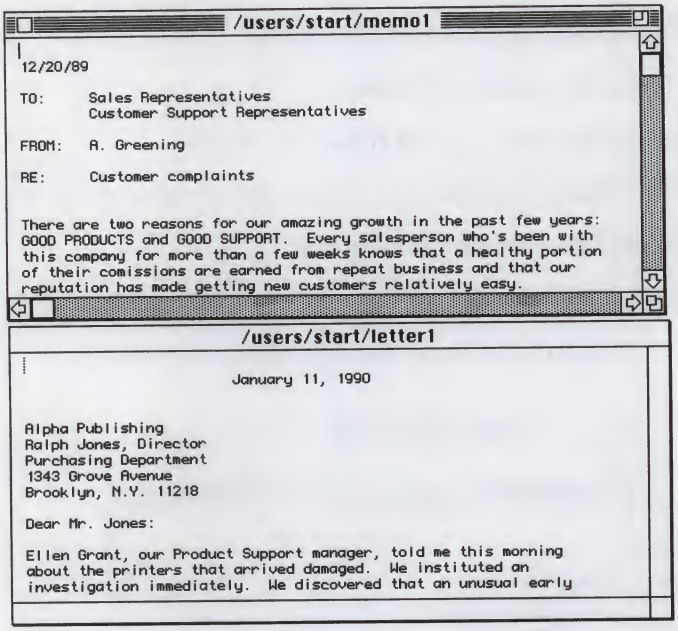
4 **Double-click the `letter1` file.**

The windows are stacked by default, as shown here.



5 **Choose Tile Windows from the Window menu.**

The windows are laid out alongside one another. Notice that the sizes of the windows change so that they can fit on the screen.

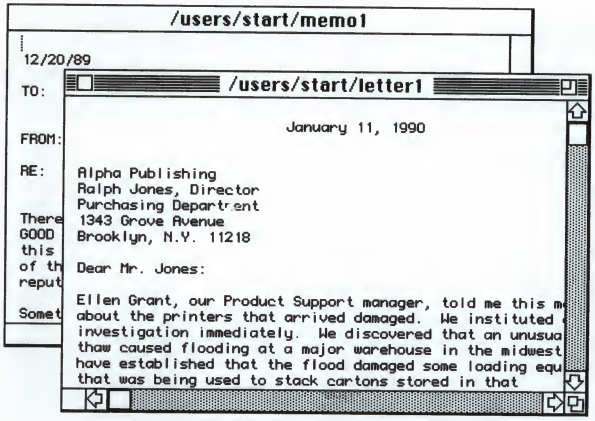


Tiling makes it easy to work with several windows at once. To use this feature most effectively, however, it's best to have a large monitor. On a small monitor, the windows might become too small.

IMPORTANT When a window becomes too small because of tiling, the text in the window becomes too small to work with. To make the text easier to work with, you must reopen the file in a larger window.

6 **Choose Stack Windows from the Window menu.**

The windows change to a stacked layout.



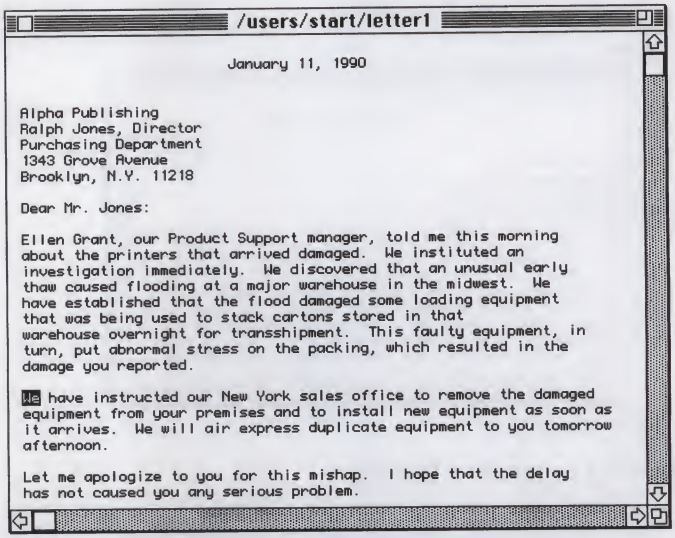
Marking a place in the file

If you need to return periodically to specific locations in a long or complex document, you can place invisible, named markers at those points. You can then jump instantly to any of the marked places in the document. This saves you the time and trouble of having to scroll through the document to find those places.

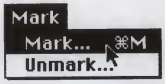
The tutorial in this section teaches you how to mark and unmark a document. The tutorial uses `letter1` (in the `start` folder) as a sample document, although markers are most useful in long, complex files.

To place two named markers in `letter1`:

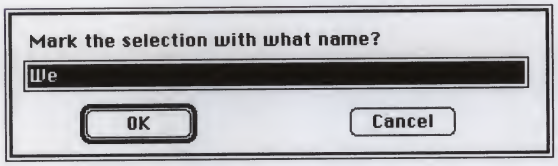
1 Highlight the word `We` at the beginning of the second paragraph.



2 Choose Mark from the Mark menu.



A dialog box like this one appears.



The text box contains the highlighted word, which you will use as the name of the marker. If you wanted to give the marker a different name, you would type the name in the text box.

3 **Click OK.**

The first marker, *We,* is placed at the beginning of the sentence. The dialog box disappears.

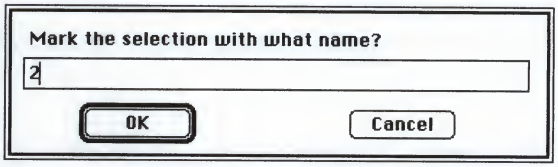
4 **Click at the beginning of the third paragraph of** `letter1`.

The insertion point appears there.

5 **Choose Mark from the Mark menu again.**

6 **Type the numeral** `2`.

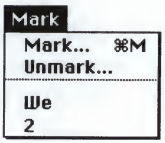
That is the name of the second marker.



7 **Click OK.**

8 **Now display the Mark menu.**

The menu now contains a list of the markers that you have placed in the document.



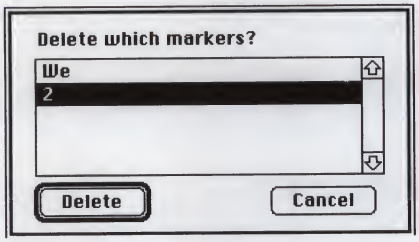
9 **Choose We from the Mark menu.**

The insertion point moves to the We marker. If you choose 2, the insertion point moves to the third paragraph.

To remove these markers:

1 **Choose Unmark from the Mark menu.**

A dialog box like this one appears.



2 **Select the name of the marker that you want to remove (in this case, 2).**

3 **Click Delete.**

If you look at the Mark menu, you can see that the marker you have deleted is no longer on the list.

4 **Repeat steps 1 through 3 to delete the We marker.**

Printing

TextEditor allows you to print either an entire document or a selection from a document. Be sure that your computer is properly connected to a printer and that you use the Chooser (in the Apple menu) to choose a printer. For information on printer connections, see Chapter 6, "Printing From the Desktop."

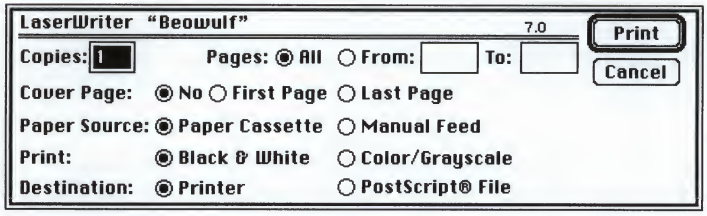
Printing an entire document

To print an entire document:

1 **Open the document in TextEditor.**

2 **Choose Print Window from the File menu.**

The print-file dialog box appears.



3 **Click Print to begin printing.**

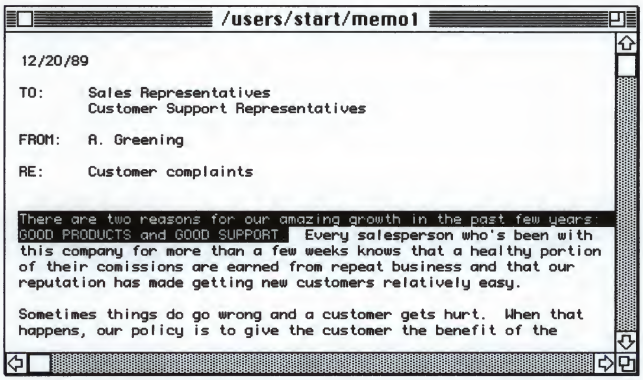
Printing a selected part of a document

To print a block of text:

1 **Place the insertion point at the beginning of the text to be selected.**

2 **Drag the I-beam pointer to the end of the desired selection and release the mouse button.**

The selected text is highlighted.



3 **Choose Print Selection from the File menu.**

The print-file dialog box appears.

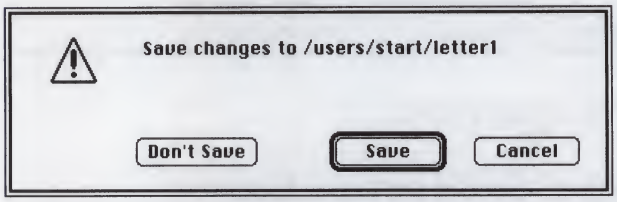
4 **Click Print to start printing.**

Quitting TextEditor

To quit TextEditor:

1 **Choose Quit from the File menu.**

If you have made changes to a file, an alert box appears, asking whether you want to save those changes.



2 **Click Save or Don't Save, or click Cancel if you change your mind about quitting.**

To leave the tutorial files unchanged for later use, click Don't Save.

6 Printing From the Desktop

This chapter discusses printing with the Macintosh interface. It covers the following topics:

- how printers may be connected to your system
- how to choose a printer
- Macintosh printing techniques

For information about printing using UNIX commands, see *Server Administration With A/UX 3.0.1.*

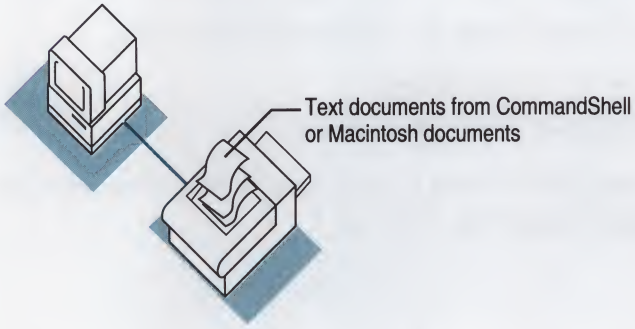
Printer connections

Before you can print a document, you must have a printer properly connected to your system or to the network. See *Setting Up and Managing Your Server* for information on connecting a printer to the computer. For basic information on connecting a printer to a network, see *Server Administration With A/UX 3.0.1*.

To print from Macintosh applications, you can reach a printer in two basic ways:

- Use a printer that is connected directly to a printer port on the computer.

Printer connected directly to server.



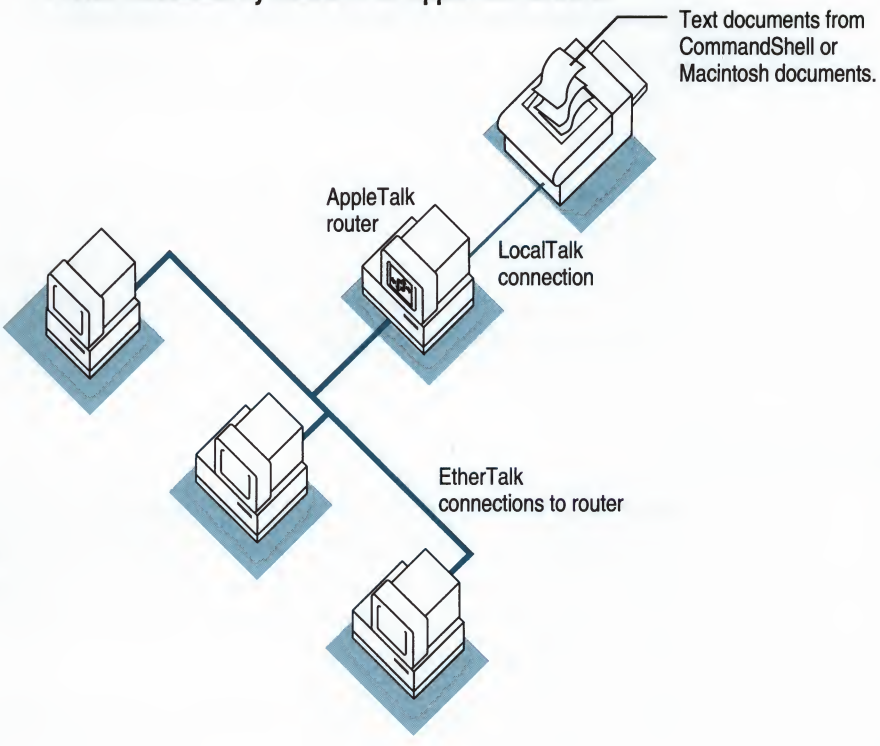
A/UX does not support the LaserWriter SC or the Personal LaserWriter SC printer.

Note: A LaserWriter IISC printer that is directly connected to the SCSI port won't work with the Apple Workgroup Server 95.

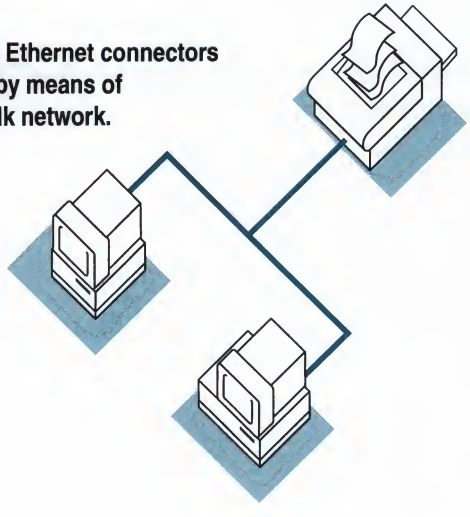
- Use a printer that is connected to an AppleTalk network through the printer port to a LocalTalk cable system or through the built-in Ethernet card to an Ethernet cable system.

 Any computer on the network can send files created with a text editor or a Macintosh program to the printer. The files are printed in the order in which they are received.

Printer connected by means of an AppleTalk network.



Printer with Ethernet connectors connected by means of an AppleTalk network.



People who use CommandShell and UNIX commands for printing use the Transmission Control Protocol/Internet Protocol (TCP/IP) over the type of network shown in the preceding figure. They can print on the same printer used by Macintosh programs. TCP/IP and AppleTalk coexist on the same network cable.

CommandShell users can also print on a printer that is directly connected to another workstation on the TCP/IP network as long as the computer is another A/UX system or a computer that supports the printer daemon, `lpd`. For detailed information about printing from CommandShell, see *Server Administration With A/UX 3.0.1*.

Choosing a printer

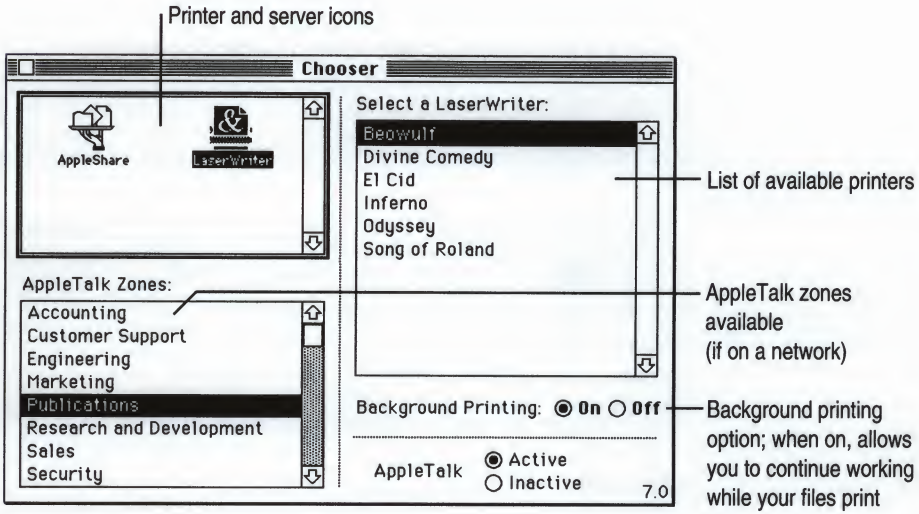
Before you can print a file in the Apple Workgroup Server 95 environment, you must specify which printer you want to use. Use the Chooser (in the Apple menu) to select a printer. Some programs direct you to choose Page Setup after using the Chooser. For further information, see the guide that came with the program you are using.

You can choose any printer that is connected to your computer or your network through AppleTalk software, LocalTalk (or LocalTalk-compatible) cables, and EtherTalk cables.

To choose a printer that is connected directly to your computer or is on your AppleTalk network:

1 **Choose Chooser from the Apple menu.**

The Chooser window opens. An icon appears in the upper-left part of the window, representing each of the printer types for which you have printer resources installed in the currently active System file. The AppleShare icon appears if you have access to one or more file servers.



2 **Click the icon representing the type of printer you want to use.**

3 **Select the appropriate zone from the AppleTalk Zones list, if applicable.**

4 **Select the appropriate printer name in the LaserWriter printer list.**

5 **Click the close box.**

The Chooser window closes; you are ready to print.

Using Macintosh printing techniques

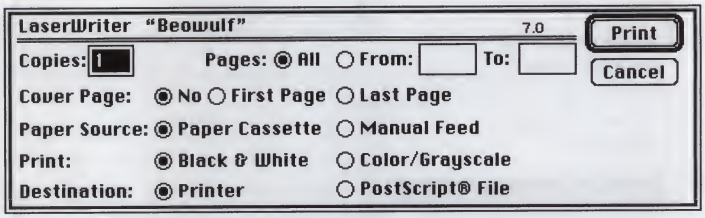
You can use the Finder to print a Macintosh file (for example, one created by a Macintosh program). You must have chosen a printer as described in the previous section.

To print a Macintosh file from the Finder:

1 **Select the document you want to print by clicking its icon.**

2 **Choose Print from the File menu.**

The print-file dialog box appears. Change settings in the dialog box as necessary.



3 **Click Print.**

You can also print from within a Macintosh program. Consult the manual that came with the program for more information on printing.

The PrintMonitor program

The PrintMonitor program keeps track of the status of your printing operation. If the system has messages for you regarding a file that you are trying to print—for example, that the printer has run out of paper—a flashing PrintMonitor icon appears over the Application menu icon. You can read the message and respond as necessary by opening the Application menu and choosing PrintMonitor.

Transferring fonts to a LaserWriter printer

If you're using a LaserWriter printer that's equipped to handle the PostScript™ programming language and you want to print using PostScript outline fonts that are not built into your printer, you can transfer, or download, outline fonts from your System Folder to the printer. (The PostScript programming language describes the characters, symbols, and images appearing on each page of a document.) Downloading fonts saves you printing time if you plan to print a batch of documents that use those fonts.

When you download a font, it's stored in the printer's memory or on a hard disk attached to the printer. You can download as many outline fonts as the printer's memory and hard-disk space allow.

You download a font by using the LaserWriter Font Utility, which is supplied on the system software disks.

To transfer fonts to a printer:

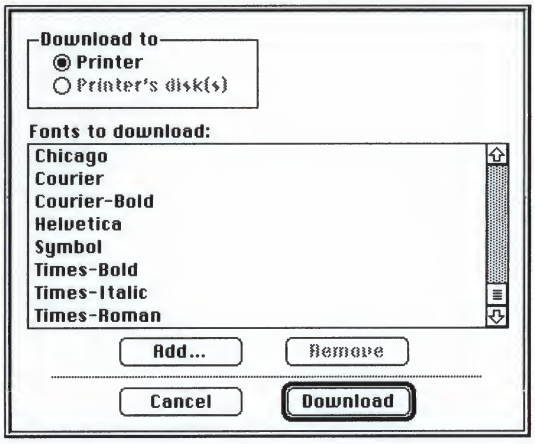
1 **Locate and open the LaserWriter Font Utility icon.**

2 **Choose Display Available Fonts from the File menu.**

A dialog box appears, showing you what fonts are already loaded into the printer.

3 **Choose Download Fonts from the File menu to add new fonts.**

A dialog box like this one appears.



4 **If the font that you want to download is not listed, click the Add button to add fonts to the list.**

A directory dialog box appears. You use this dialog box to locate the fonts you want.

5 **Click the name of the font you want, then click Add.**

You can press the SHIFT key while you click to select more than one font.

6 **When you've added all the fonts you want to download, click Done.**

The directory dialog box disappears, and the fonts you added are listed in the Font Utility dialog box.

7 **Click the Download button to send all the fonts in the list to the printer or its hard disk.**

A status box appears. The status box contains a Cancel button that you can click to stop the process.

8 **Click OK when the status box reports the results of downloading.**

9 **Choose Quit from the File menu.**

7 Customizing the Finder Environment

You can customize your working environment to suit your needs and preferences. This chapter tells you how to perform a number of alterations to your environment, including

- installing items and removing items from the System Folder
- arranging items so that they are opened at startup or available through the Apple menu
- adding and removing fonts
- adjusting the way your mouse and keyboard work
- changing your computer's alert sound
- altering your screen's appearance
- setting up more than one monitor
- installing application programs

Installing files in the System Folder

Certain types of programs and other files need to be installed in the System Folder so that your server can use them as part of the system software. Your server has three System Folders that control different aspects of operation. The Startup System Folder controls the startup process, the Login System Folder determines your environment when you log in, and the System Folder controls your environment while you are logged in and using your account. You only need to make changes to the System Folder, and you should not alter the contents of the Startup System Folder or the Login System Folder. Only one System Folder in A/UX is active at a time. It is the one with a picture of a computer on its folder icon. All three System Folders are found in the `sys` folder, which is located in the `mac` folder.

The types of files you can install in the System Folder include

- system extensions and control panels (also called *INITs* and *cDEVs*)
- files of preferences for application programs
- drivers for printers, scanners, and other devices
- sounds
- fonts

Sometimes these files are installed by means of an installer program that comes with the files. Check the instructions that came with the files for any specific installation procedures.

To install a file that does not require special treatment:

- **Drag the file's icon to the System Folder icon (not the System Folder window).**

 The file is stored in a specific folder inside the System Folder. When you drag a file's icon to the System Folder icon, the Finder recognizes which type of file it is and stores it in the appropriate folder.

If you drag one of these files to the System Folder window rather than to the System Folder icon, the file is not stored in the appropriate folder automatically. Items that you want to put in the Apple Menu Items folder or the Startup Items folder inside the System Folder need to be dragged to that specific folder. (See the instructions later in this chapter for installing Apple menu items and for specifying the files you want opened at startup.)

Removing files from the System Folder

Depending on the external devices you use, whether you're part of a network, and how you use your server, you can remove the following types of files from your System Folder if you want to conserve space:

- Apple menu items that you don't use. (You need the control panels, but you may not need the Calculator or the Puzzle, for example.)
- Extra fonts, sounds, or keyboard files that you have installed.

To remove a file from the System Folder:

- **Drag its icon out of the System Folder or out of any folder inside of the System Folder.**

If you drag the files to the Trash, but think you might have future use for them, be sure you have backup copies of the files on floppy disks.

Specifying which items you want opened at startup

To have a file (a program or a document) open automatically when you start up your server:

1. **Open the System Folder.**
2. **Drag the file's icon or its alias to the Startup Items folder.**

Any programs or documents (or their aliases) that you put in the Startup Items folder are opened when you start up your server. You can have as many files open automatically as your computer's memory allows.

If you no longer want a file to open automatically when you start up your server, remove the file's icon (or its alias) from the Startup Items folder.

Installing an item in the Apple menu

To have a program, document, or other item appear in the Apple menu:

1. **Open the System Folder.**
2. **Drag the item's icon or its alias to the Apple Menu Items folder.**

You remove an item from the Apple menu by opening the Apple Menu Items folder and dragging the item's icon (or its alias) out of the folder.

Using fonts

A font is a collection of letters, numbers, and symbols in a distinctive typographic design. Several fonts are installed in the System file with your Apple Workgroup Server 95. You can install additional fonts and remove fonts. Additional fonts are supplied with the system software. Fonts are also available from independent manufacturers, user groups, and computer bulletin board services.

Outline fonts and bitmapped fonts

Your computer uses two types of fonts: outline and bitmapped. Both types of fonts are installed in the System file in the System Folder.

Outline fonts (also called *scalable* or *variable-size fonts*) describe each letter, number, or symbol as a mathematical formula that defines the character's shape and adjusts itself to make the character's size larger or smaller. You need, therefore, only a single outline font in a particular typeface (such as Times®) to be able to print or display that typeface in different sizes.

The outline fonts supplied with your Apple Workgroup Server 95 are called *TrueType fonts*.

By contrast, bitmapped fonts (also called *fixed-size fonts*) describe each character as a grid of black and white dots (called a *bitmap*), which is a rendering of the character's shape in a specific size.

Your computer needs a separate bitmapped font of a typeface in each size it prints or displays, such as 12-point Times or 10-point Helvetica®.

Installing fonts

To install a font:

1 **Quit all programs that are open.**

Pull down the Application menu to make sure that the Finder is the only open program. Choose any other open program from the Application menu, and then choose Quit from the File menu.

2 **Locate the icon of the font that you want to install, and drag it to the System Folder icon (not the System Folder window).**

To select multiple icons, hold down the SHIFT key while you click the icon for each font.

A dialog box appears, letting you know that the fonts will be stored in the System file, where they belong.

3 **Click OK.**

Removing fonts

To remove a font:

1 **Open the System Folder.**

2 **Locate the System file icon and open it.**

3 **Locate the icon of the font that you want to remove, and drag it out of the System window and out of the System Folder window. (SHIFT-click to select more than one icon.)**

4 **Close the System window and the System Folder window.**

Setting the time, date, and alarm

Your computer has a clock that keeps track of the time and date. (A battery keeps it running when the computer is turned off.) An alarm clock feature is also available.

Changing the time and date

Many programs rely on the clock to automatically enter times and dates in documents that you create or print, so at some point you will need to set the clock to the current time and date.

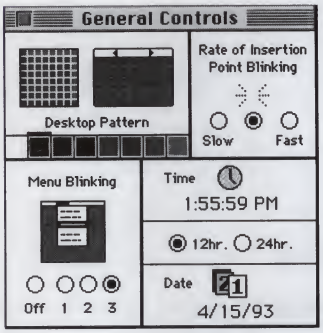
To change the time and date:

1 **Choose Control Panels from the Apple menu.**

The Control Panels window opens, showing you the different control panels that are installed in your System Folder.

2 **Open the General Controls panel.**

The time and date adjustments are in the lower-right corner of the General Controls window.



3 **If you want to change the way the time is displayed (12-hour or 24-hour), click the appropriate button.**

The 12-hour format uses A.M. and P.M.; the 24-hour format does not. (1:30 P.M. is displayed as 13:30.)

4 **Click the hours, minutes, or seconds in the time display to select them.**

Up and down arrows appear to the right of the time display.

5 **Click the up or down arrow repeatedly until the current hour, minute, or second appears.**

6 **Repeat steps 4 and 5 as necessary to set the entire time display.**

7 **In the date display, click the month, day, or year to select it.**

Up and down arrows appear to the right of the date display.

8 **Click the up or down arrow repeatedly until the current month, day, or year appears.**

9 **Repeat steps 7 and 8 as necessary to set the entire date display.**

10 **Close the General Controls window.**

You can also set the time and date in the Alarm Clock, which you open by choosing Alarm Clock from the Apple menu.

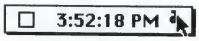
Setting a time for the Alarm Clock to go off

You can set the Alarm Clock to alert you when it's time for an appointment or a meeting.

To set the Alarm Clock:

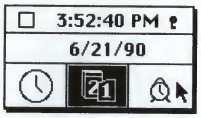
1 **Choose Alarm Clock from the Apple menu.**

The Alarm Clock opens.



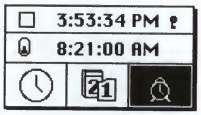
2 **Click the upward-pointing lever near the upper-right corner to expand the Alarm Clock.**

The lever points downward, and the Alarm Clock expands to its full size.



3 **Click the Alarm Clock icon in the lower-right corner to select it.**

The Alarm Clock icon is highlighted when you select it. The time that appears in the middle row is the current Alarm Clock setting.



4 **Click the hours, minutes, or seconds in the Alarm Clock setting to select them.**

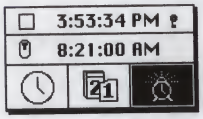
Up and down arrows appear to the right of the time display.

5 **Click the up or down arrow repeatedly until the hour, minute, or second at which you want the alarm to go off appears.**

6 **Repeat steps 4 and 5 as necessary.**

7 **Click the button to the left of the Alarm Clock setting to turn on the alarm.**

When you click, the button moves up, and the Alarm Clock icon changes to indicate that the alarm is turned on. (Clicking again turns the alarm off.)



8 **Click the close box to close the Alarm Clock.**

The alarm will not go off unless you close the Alarm Clock, click the lever to make the Alarm Clock smaller, click elsewhere in the controls, or make another window active.

Turning off the alarm

When the system clock reaches the time set for the alarm, the alert sound plays twice (or the menu bar flashes once, if the speaker volume is set to zero) and an alarm clock icon blinks over the Apple icon at the left end of the menu bar.

To turn off the alarm:

1 **Choose Alarm Clock from the Apple menu.**

2 **Click the lever to expand the Alarm Clock.**

3 **Click the button to the left of the Alarm Clock setting so that the button moves down.**

4 **Close the Alarm Clock.**

Adjusting the way the mouse works

You can adjust two aspects of mouse operation in the Mouse control panel: tracking, which is the relation between mouse movement on your desk and pointer movement on the screen, and the rate of double-clicking recognition.

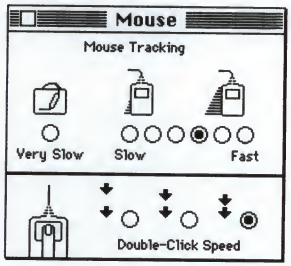
To adjust mouse tracking:

1 **Choose Control Panels from the Apple menu.**

The Control Panels window appears.

2 **Open the Mouse control panel.**

The Mouse control panel window appears.



3 **Click the tracking speed that you want to specify for the mouse pointer.**

If you click Fast, the pointer moves more than twice as fast as you move the mouse. The Very Slow option is useful for drawing with the mouse or a graphics tablet, because the pointer moves at a constant speed relative to mouse movement.

Your selection takes effect immediately and remains in effect until you select a different tracking option.

4 **Close the Mouse control panel.**

To adjust double-clicking speed:

1 **Open the Mouse control panel.**

2 **Click the double-clicking speed you want to use.**

You may have to adjust the double-clicking speed if your computer often misinterprets two clicks as a double click, or a double click as two single clicks.

Your selection remains in effect until you select a different double-clicking speed.

3 **Close the Mouse control panel.**

Adjusting the way the keyboard works

This section tells you how to customize various keyboard functions, including the character repeat rate and control of the pointer with the keyboard.

Character repeat and layout

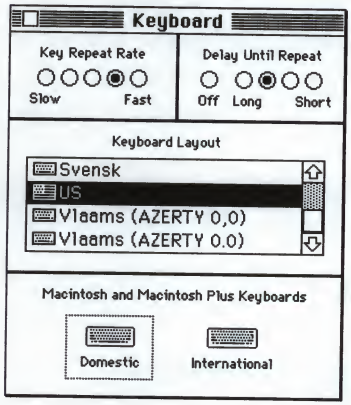
You can adjust the rate at which a character repeats when you hold down its key, as well as the length of the delay before the character begins repeating. You can also change the layout—that is, the arrangement of the keys on the keyboard.

To adjust the rate at which a key repeats when it is held down:

1 **Choose Control Panels from the Apple menu.**

The Control Panels window opens.

2 **Open the Keyboard control panel.**



3 **Click the button for the rate you want.**

The buttons for this option are in the upper-left corner of the control panel.

After you close the control panel, your selection remains in effect until you change it.

To adjust the delay before keys repeat:

1 **Open the Keyboard control panel.**

2 **Click the button for the delay you want.**

If the keys repeat when you don't want them to, adjust the keyboard's sensitivity to your touch by setting a longer delay before a character begins repeating. (If you click the Off button, the keys don't repeat at all.)

After you close the control panel, your selection remains in effect until you change it.

To change the keyboard layout:

1 **Click the name of the keyboard layout you want to use.**

Depending on the country in which you bought your server, you may have a choice of more than one keyboard layout. (Additional keyboard layouts are available from various sources, and you install them in the System Folder as you would fonts or sounds.)

After you close the control panel, your selection remains in effect until you change it.

2 **Close the Keyboard control panel.**

Controlling the pointer from the keyboard

With a software feature called Mouse Keys, you can use the numeric keypad on the right side of the keyboard (instead of the mouse) to control the movement of the pointer on the screen.

- **To turn on Mouse Keys, press COMMAND-SHIFT-CLEAR. (The CLEAR key is on the numeric keypad.)**
- **To turn off Mouse Keys, press CLEAR.**

With Mouse Keys turned on, you can click, drag, and perform all of the usual mouse actions from the numeric keypad. The 5 key serves as the mouse button: Press once to click; press twice to double-click. The 0 key locks the mouse button down for dragging. Pressing the decimal point key (to the right of 0) or the 5 key unlocks the mouse button.

You can adjust the speed at which the pointer moves on the screen and the length of the delay before the pointer starts moving when you press a mouse key. You make these adjustments in the Easy Access control panel. (Choose Control Panels from the Apple menu, and open Easy Access.)

Setting the alert sound

Many programs cause the computer to make a sound, called the *alert sound,* when your attention is required or when you're giving a command or attempting an action that the computer cannot recognize or perform at that time.

Changing the sound and volume

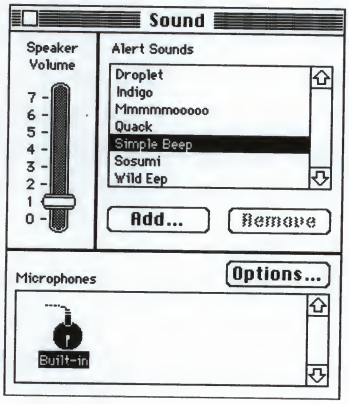
You can choose among several sounds that you want the computer to make. You can also set the sound's volume.

To chose an alert sound:

1 **Choose Control Panels from the Apple menu.**

2 **Open the Sound control panel.**

The Sound control panel opens. The alert sound that your computer is currently using is already selected.



3 **Click the name of the alert sound that you want the computer to use.**

When you select a sound, the computer plays the sound at the current volume setting.

4 **Drag the slide control up or down to set the volume level.**

If you want to be alerted silently: Drag the slide control to 0. The computer will not emit an alert sound; instead, the menu bar will flash.

5 **Close the Sound control panel.**

Installing a sound

The Apple Workgroup Server 95 comes with a standard set of alert sounds. You can obtain additional sounds from independent manufacturers, user groups, and computer bulletin board services.

To install a sound:

- **Drag its icon to the System Folder icon (not the System Folder window).**

The sound is automatically installed in the System file, where it belongs.

Once you add a sound to the System file, it is listed in the Sound control panel.

Recording sounds

Your Apple Workgroup Server 95 can accept and process sound input. These computers come with a sound input port, to which you can connect either a microphone (which must be purchased separately) or a phono jack adapter (to record sounds from another audio source, such as a compact disc or an audio cassette).

You can record a sound and add it to your available alert sounds in the Sound control panel. Make sure you've connected a microphone to your computer as described in the setup book that came with your microphone.

To record an alert sound:

1. **Choose Control Panels from the Apple menu.**
2. **Open the Sound control panel.**

 The Sound control panel appears. Icons representing the available sound input devices appear near the bottom of the window.
3. **Click the icon that represents the sound input device you want to use.**
4. **Click the Add button.**

 A dialog box that looks like the controls of a tape recorder appears.

5 **To record your new sound, click the Record button.**

Recording begins immediately; you have ten seconds to record your sound. There is no recording volume control.

6 **Click Stop to stop recording.**

7 **To listen to the sound you recorded, click Play.**

8 **To save the sound you recorded, click Save.**

A dialog box appears in which you name your new sound.

9 **Type a name for the sound.**

10 **Click OK.**

The new sound appears in the Alert Sounds list in the Sound control panel.

When you've finished recording new sounds, close the Sound control panel.

Removing a sound

IMPORTANT Make sure you have backup copies of the sounds before you remove them from your system.

To remove sounds from the Sound control panel:

1 **Choose Control Panels from the Apple menu.**

2 **Open the Sound control panel.**

3 **Click the name of the sound you want to remove.**

Make sure you select the correct sound. You cannot undo the next step.

4 **Click the Remove button and then click OK.**

5 **Close the Sound control panel.**

You can also remove a sound by selecting it and then choosing Cut or Clear from the Edit menu or by dragging its icon out of the System file and out of the System Folder.

Changing the screen's appearance

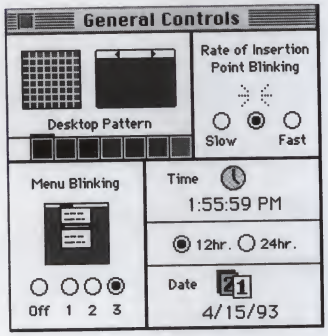
You can customize the appearance of your screen by changing the desktop pattern, altering the blinking of menu items and the insertion point, changing the appearance of windows and icons, and using different colors and shades. This section tells you how to make these modifications.

Changing the desktop pattern

You use the General Controls panel to change the pattern that appears on the desktop.

To change the desktop pattern:

1. **Choose Control Panels from the Apple menu.**
2. **Open the General Controls panel.**



You can choose from a variety of patterns or you can create your own design by editing one of the patterns supplied. If your computer can display colors or shades of gray, you can also select your own colors to use in the pattern.

- To display the available patterns, click either of the small triangles at the top of the miniature desktop in the Desktop Pattern area.

 The pattern changes each time you click.

- To see how a new pattern looks, click the miniature desktop.

 The new pattern appears on the desktop and remains in effect until you change it.

- To edit a pattern, click in the square to the left of the miniature desktop.

 Each dot in the square changes color when you click it. Your changes are displayed in the miniature desktop.

- To use another color, click the color in the color bar (below the words *Desktop Pattern*) to select it, then click the dots you want to change in the square to the left of the miniature desktop.

 To make a new color available in the color bar, double-click a color in the color bar and then choose a new color from the color wheel in the dialog box that appears. For more information about changing colors, see the sections "Changing the Highlight Color" and "Changing the Color of Windows" later in this chapter.

3 **When you've finished creating your new pattern, click in the miniature desktop to display the pattern on your desktop.**

4 **Double-click the miniature desktop to save the new pattern.**

Otherwise, it is lost when you display another pattern in the miniature desktop.

Adjusting the blinking of a menu item

You can change the number of times a menu item blinks when it's chosen.

To adjust menu blinking:

1 **Choose Control Panels from the Apple menu.**

2 **Open the General Controls panel.**

You adjust the blinking of a menu item with the controls in the lower-left corner.



3 **Click the button for the number of times you want the menu item to blink.**

Clicking the Off button prevents a menu item from blinking.

The option you selected remains in effect until you change it.

Adjusting the blinking of the insertion point

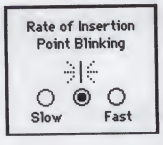
You can adjust how quickly the insertion point blinks. (The insertion point indicates where any text you type appears.)

To adjust the blinking of the insertion point:

1 **Choose Control Panels from the Apple menu.**

2 **Open the General Controls panel.**

You adjust the blinking of the insertion point with the controls in the upper-right corner.



3 **Click the button for the blinking rate you want.**

When you click, the insertion point in the control panel shows the rate of blinking you selected.

The option you selected remains in effect until you change it.

Changing the items in the Label menu

You can change the labels (and colors, if your monitor displays colors or shades of gray) available in the Label menu. You make these changes in the Labels control panel.

To change a label in the Label menu:

- **Drag across the text to select it, and then type your new label.**



To change a color in the label menu:

1. **Click the color you want to change in the Label control panel.**

 The color wheel dialog box appears.

2. **Click a color on the color wheel to select it.**

 The new color is displayed in the upper half of the color square. The current color remains in the lower half of the square for comparison.

3. **To experiment with other colors or shades, drag the pointer around the wheel, or click at another point on the wheel.**

 The new color is displayed in the upper half of the color square as you drag or click.

4. **Click OK when you have selected the color you want.**

 The color wheel dialog box disappears.

5. **Close the Labels control panel.**

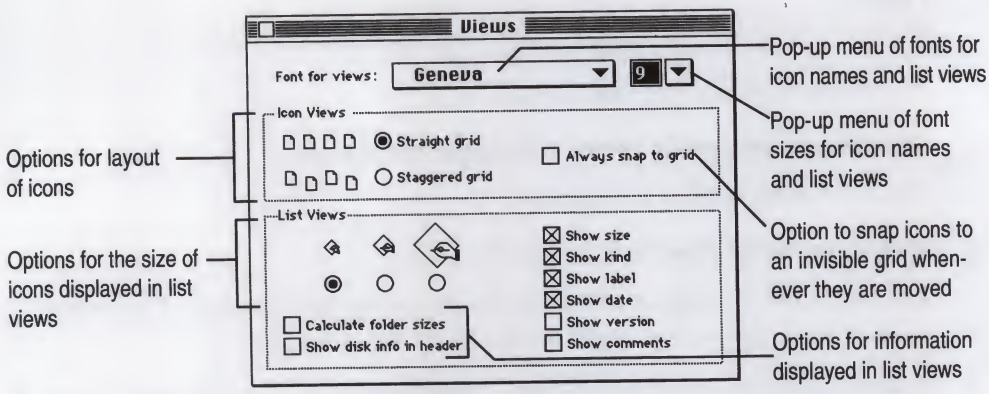
 The labels and colors you selected remain in effect until you change them.

Changing the way the contents of windows appear

You can change the way the contents of Finder windows are displayed in the different views available from the View menu (the icon view, the small-icon view, and the list views by name, size, kind, label, and date).

To change the appearance of windows:

- **Choose Control Panels from the Apple menu, and open the Views control panel.**



- **Change any of these options:**
 - the font and font size used in all views (press to open the pop-up menu, then drag to choose a font or a size)
 - the arrangement of icons in icon and small-icon views
 - the size of icons used in list views
 - what information is included in list views, including folder sizes and the amount of available space on the disk

The options you select remain in effect until you change them.

Changing the appearance of icons

You can customize icons by changing the icons themselves. If your computer displays colors or shades of gray, you can have icons appear in a specific color that's associated with a label from the Label menu.

Changing an icon

Using a graphics program, you can create or copy the picture you want to use as an icon, and then paste it into an icon's Info window.

Some icons can't be changed, including those for control panels and other parts of the system software. Every icon fits inside a 32-pixel square. (A pixel, or picture element, is the smallest dot you can draw on the screen.)

To change an icon:

1 **In a graphics program, select the picture that you want to use for the icon.**



A moving dashed line indicates the selected area in many graphics programs.

2 **Copy the picture by choosing Copy from the Edit menu.**

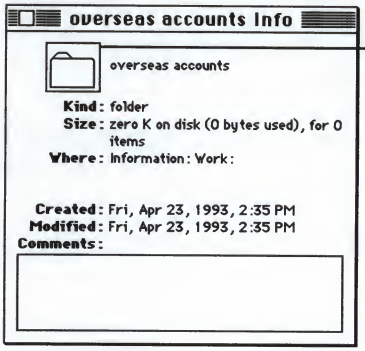
3 **Switch to the Finder, then click the icon you want to change. Don't double-click.**

4 **Choose Get Info from the File menu.**

The icon's Info window opens.

5 **Click the icon at the upper-left corner of the Info window to select it.**

A box appears around the icon when it's selected. If no box appears when you click, the icon can't be changed.



A box around the icon indicates that it's selected.

6 **Choose Paste from the Edit menu.**

The picture you copied replaces the selected icon in the Info window. If the picture is bigger than the icon, it automatically shrinks to fit.

7 **Click the close box to close the Info window.**

You can change an icon back to its original form by clicking the picture in the upper-left corner of the Info window and choosing Cut from the Edit menu.

Assigning a label and a color to an icon

You can add a label and its associated color to each icon. A label is different from the icon's name. The label is visible only when the contents of a window are displayed as a list. The associated color is visible whenever the computer is set to display colors or grays.

Labels provide a way to group related files. You can choose By Label from the View menu, and all files with the same label will be grouped together. If you have a color monitor, you can identify related icons by assigning a label and its color to each group.

To assign a label and color to an icon:

1 **Click the icon to select it.**

2 **Choose the label (and color) that you want from the Label menu.**

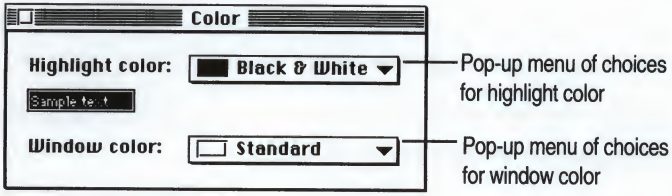
See the section "Changing the Items in the Label Menu," earlier in this chapter, for information on changing the labels and colors.

Changing the highlight color

If your computer displays colors or shades of gray, you can use the Color control panel to change the color your computer uses for highlighting selected text on the screen.

To change the highlight color:

1 **Open the Color control panel.**

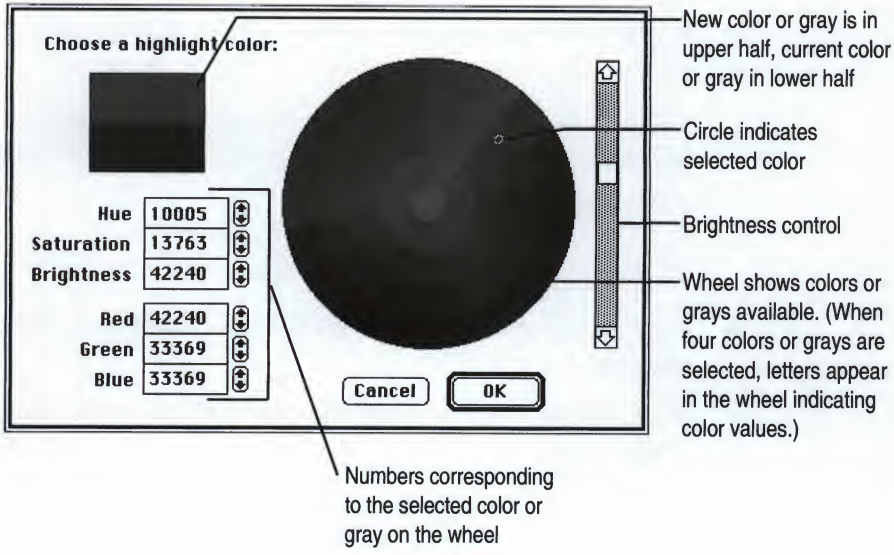


You can also use the Color control panel to change the color of window borders, as described in the next section.

2 **Press the "Highlight color" pop-up menu to display it, and drag to choose a color or choose Other.**

If you choose a color, it appears in the "Sample text" box when you release the mouse button.

If you choose Other, the color wheel dialog box appears.



3 **To change the brightness of the color wheel, drag the scroll box up or down.**

4 **Click a color on the color wheel to select it.**

The new color is displayed in the upper half of the color square if your monitor is set to display 16 or more colors or grays. The current color remains in the lower half of the square for comparison; you can click there to go back to it.

5 **To experiment with other colors or shades, drag the pointer around the wheel or click at another point on the wheel.**

Each new color is displayed in the upper half of the color square as you drag or click.

6 **Click OK when you have selected the color you want.**

The color wheel dialog box disappears. The new highlight color is displayed in the "Sample text" box in the Color control panel.

The highlight color you have specified takes effect immediately and remains in effect until you change it.

Changing the color of windows

If your computer displays colors or shades of gray, you can use the Color control panel to change the color of window borders.

You can also use the Color control panel to change the color your computer uses for highlighting selected text on the screen, as described in the preceding section.

To change the color of window borders:

- **Press the pop-up menu labeled "Window color" to display it, and then drag to choose a new color.**

The color you choose takes effect immediately and remains in effect until you change it.

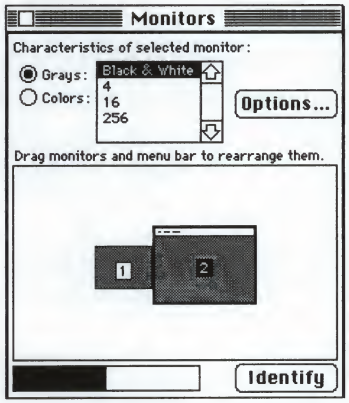
Displaying colors or grays

If your computer displays colors or shades of gray, you can use the Monitors control panel to designate the number of colors or shades of gray you want displayed. (The number of colors or shades your computer can display depends on its video capability.)

If you have more than one monitor, you also use the Monitors control panel to configure them, as described later in this chapter.

To display colors or shades of gray:

1 **Open the Monitors control panel.**



2 **If you have more than one monitor, click the icon of the monitor whose colors you want to adjust.**

A dark border appears around the icon to show that it is selected.

3 **Click the Grays or the Colors button.**

Some monitors can display only shades of gray, even if you click the Colors button.

4 **Click the number of colors or shades of gray you want displayed on the selected monitor (or click Black & White).**

Your changes take effect immediately. The number of colors or shades of gray you have specified remains in effect until you change it.

Adjusting screen brightness

Most monitor models have brightness and contrast dials on the monitor or a brightness dial on the computer itself. See the *Setting Up and Managing Your Server* for more information.

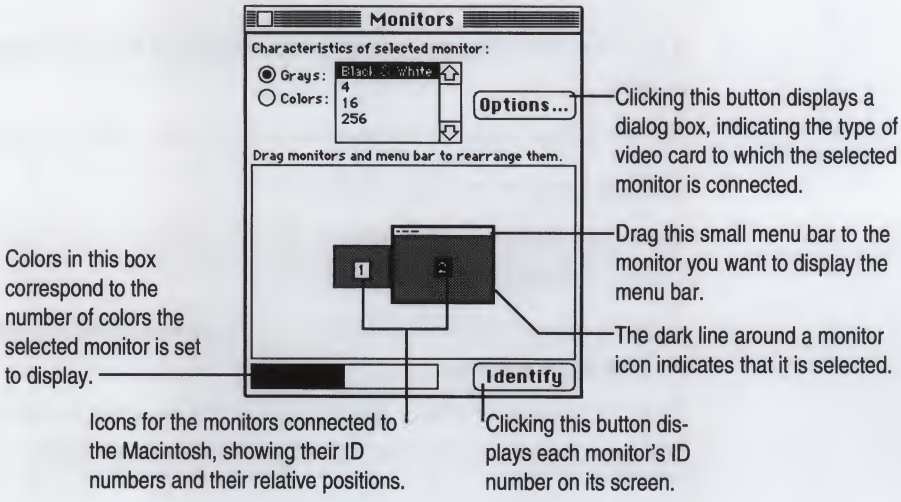
Note: You should turn down the brightness if you'll be away from your computer for a while. If an image is left on the screen for several hours, it may begin to "burn in" and damage the screen. You can use "screen saver" programs, available from various sources, to dim the screen automatically or display a moving image after a set period of inactivity.

Configuring multiple monitors

If you use more than one monitor with your computer, you use the Monitors control panel to indicate the monitors' positions and designate one as the main monitor (the one that displays the menu bar). You also use the Monitors control panel to set the number of colors or shades of gray you want displayed. (See the earlier section "Displaying Colors or Grays.")

To indicate monitor position:

1 **Open the Monitors control panel.**



2 **Check the ID numbers of your monitors by clicking the Identify button.**

A large number appears in the center of each monitor's screen; it corresponds to the number of the icon in the control panel.

The ID numbers help you identify which icon belongs to which monitor.

3 **Decide which monitor is your main monitor, and drag the menu bar to the top of that monitor icon.**

The menu bar snaps to the top of that monitor icon when you release the mouse button.

If one of your monitors displays colors or shades of gray, you may want to make it the main monitor so that you can use the color capabilities of your programs and of the Finder.

If your monitors are different sizes, you may want to make the largest one the main monitor, because some programs limit their window size to the size of the main monitor.

4 **Drag the icons of the other monitors to their positions relative to the main monitor.**

To avoid becoming disoriented when you're using the monitors, position the monitor icons so that they correspond to their actual positions on your desk.

The pointer can cross from one screen to another where the monitors' icons touch in the control panel.

5 **Choose Restart from the Special menu.**

The positions you have specified remain in effect until you change them and restart your computer.

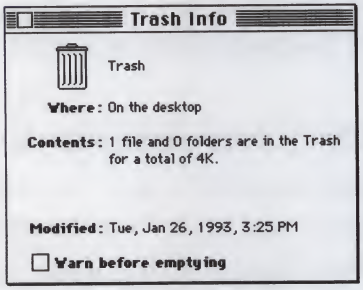
Turning off the Empty Trash warning

When you choose Empty Trash from the Special menu, an alert box appears, warning you that you will not be able to recover the contents of the Trash once it's emptied. (The warning helps you avoid throwing away items unintentionally.)

To turn off this warning:

1. **Click the Trash icon to select it.**
2. **Choose Get Info from the File menu.**

 The Info window for the Trash appears.



3. **Click the checkbox labeled "Warn before emptying" to deselect it.**

To turn the warning back on, click the checkbox so that an X appears.

You can also override the Empty Trash warning when it is on by holding down the OPTION key when you choose the Empty Trash item.

Until you choose Empty Trash, items in the Trash continue to occupy space on your disk.

Adding application programs to your system

When you install an application program on your system, it is best to install it in your home directory folder. If you are the system administrator and you install a program that is to be used by all users of the system, install it in the Applications folder.

To add the program to the Applications folder:

1. **If the program is on a floppy disk, insert it in the floppy disk drive, and double-click its icon to display the files or folders to be transferred.**
2. **Double-click the disk icon labeled with a slash character (/) to open it.**
3. **Locate the Applications folder icon, and double-click the icon to open the folder.**
4. **Drag the appropriate files or folders from the floppy disk to the open Applications folder.**

If you want to be able to start the program by double-clicking its icon on the desktop, use an alias of its icon.

To create an alias:

- **Highlight the icon, and choose Make Alias in the File menu.**

You can move the alias icon to the desktop. You also can move it to the Apple Menu Items folder in the System Folder to make it available in the Apple menu.

Depending on how many users work with the installed programs you may find it necessary to adjust the system memory cache. For details, see *Server Administration With A/UX 3.0.1*.

Appendix Menu Reference

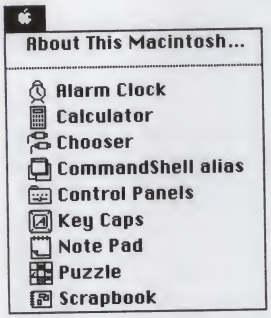
This appendix provides a quick reference for the menu items that you encounter while working in the Finder environment and the TextEditor application. It describes the function of each menu item in the order in which the items appear in each menu.

The Finder environment

This section describes the menu items to which you have access when you are working in the Finder. The Finder is the program that creates the desktop and that underlies other open programs. The Finder also grants you easy access to all of the files, programs, and utilities on your system.

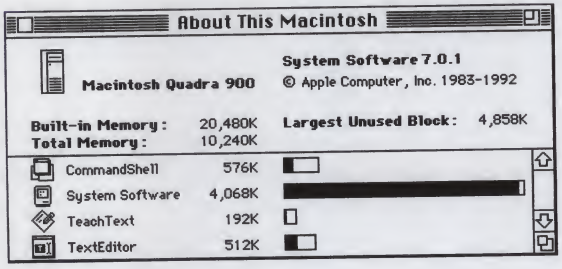
The Apple menu

The Apple menu lists available desk accessories and contains information items identifying versions of software and their developers. Your Apple menu also contains the items that you have installed in your computer's Apple Menu Items folder.



About This Macintosh...

This item identifies the hardware and system software you are using. The system software version you are using is shown to the right of "System Software." It also presents information regarding the allocation of memory. When you switch to another program, this item becomes "About *program name*" and displays proprietary information about the active program.



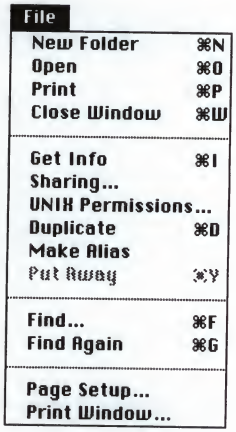
Desk accessories

Desk accessories are miniature application programs. Several desk accessories—Alarm Clock, Calculator, Chooser, Key Caps, Note Pad, Puzzle, and Scrapbook—are shipped with your computer.

You can add desk accessories, folders, programs, and other objects by placing them in the Apple Menu Items folder that is in your System Folder. See "Installing an Item in the Apple Menu" in Chapter 7, "Customizing the Finder Environment."

The File menu

The File menu, shown in the following figure, contains the menu items that help you manage your desktop environment.



New Folder

This menu item creates a new folder, also called a *directory,* in the active window. Each new folder is created with the name "*untitled folder.*" You can immediately change the name of the folder by typing a new name while the title is still selected. The keyboard shortcut is COMMAND-N.

Open

This menu item opens the selected file, folder, or program in the Finder. The keyboard shortcut is COMMAND-O.

Print

This menu item prints whatever file is selected in the Finder by opening the appropriate application program. The keyboard shortcut is COMMAND-P.

Close Window

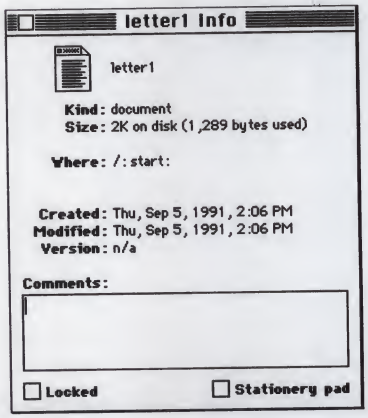
This menu item closes the active window. The keyboard shortcut is COMMAND-W.

Close All

To choose this, pull down the File menu with the OPTION key held down. The Close All item closes all open windows on the desktop.

Get Info

This menu item displays a window that contains information about the currently selected file, folder, or program. This figure shows the Info window for the `letter1` file in the `start` folder.

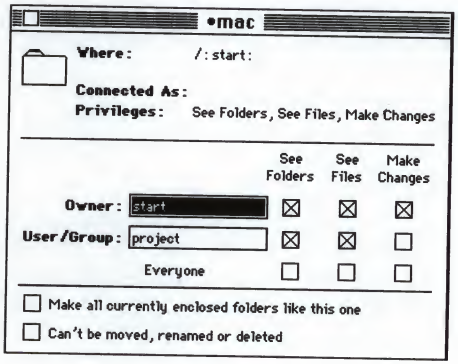


The Info window reports the kind of file, its size, its location, its creation date, the date the file was last modified, and the version of the program that was used to create the file. The window also contains a text field in which you can enter and store comments about the file. It is useful to store such information as the version of the file, other files related to this one, or the version of the program if it's not reported by the program. The keyboard shortcut is COMMAND-I.

Sharing...

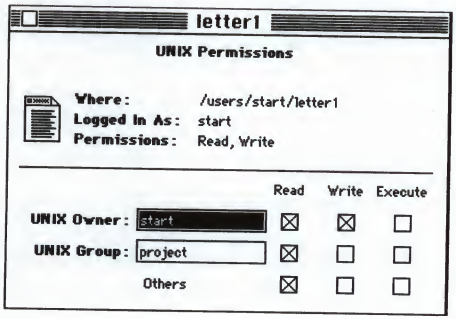
If file sharing is turned on, this menu item allows you to specify the Macintosh file-sharing permissions for the currently selected folder (as shown in the figure that follows).

Note: Macintosh file-sharing permissions are somewhat different from UNIX permissions. See *Server Administration With A/UX 3.0.1* for more information about UNIX permissions and how they correspond to Finder permissions.

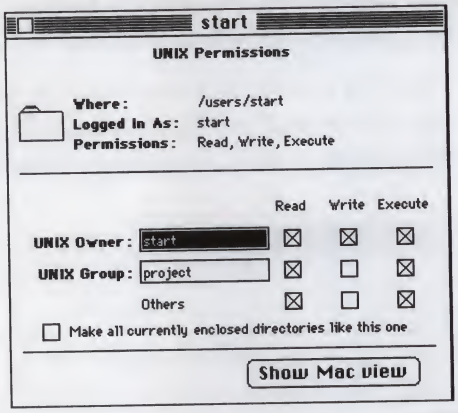


UNIX Permissions...

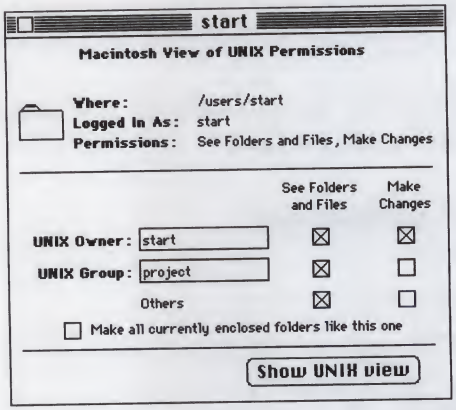
If you choose this item with a file icon selected, your screen displays the UNIX Permissions dialog box for files.



If you have highlighted a folder before choosing UNIX Permissions, your screen displays the UNIX Permissions dialog box for folders.



This dialog box shows the selected folder's permissions in UNIX terminology. You can display its permissions in Macintosh terminology by clicking "The Show Mac view" button. This dialog box appears.



You can change to the UNIX permissions again by clicking the button.

Duplicate

This menu item makes a copy of a selected file, folder, or program. The keyboard shortcut is COMMAND-D.

Make Alias

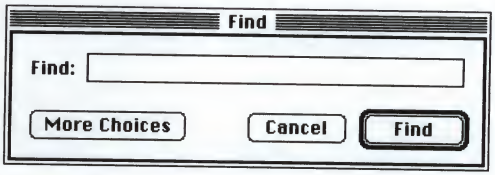
This menu item creates an alias of the selected file. The name of the alias comprises the original filename and the word *alias*. You can move the alias to any location in the file system and double-click its icon to open and use the original file.

Put Away

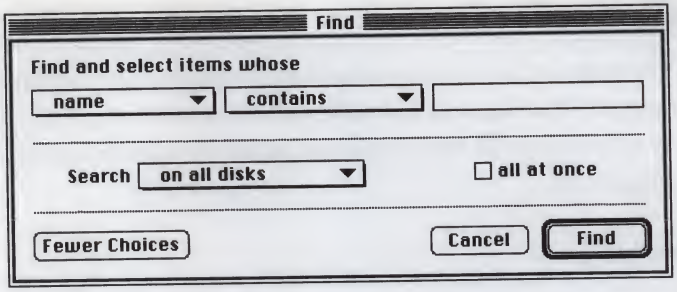
This menu item restores to its original location a file, folder, or application that was moved to the desktop. The keyboard shortcut is COMMAND-Y.

Find...

This menu item enables you to find a file anywhere on the system. It allows you to select criteria for the search and to broaden or narrow the area to be searched. If you choose Find, the dialog box shown in the next figure appears. This dialog box allows you to search for a file by its name. This search is not case sensitive. The keyboard shortcut is COMMAND-F.



If you click More Choices, the dialog box shown in the next figure appears. This dialog box allows you to use more criteria in your search. See "Finding a File or a Folder" in Chapter 3, "Using Files and Folders," for more information.



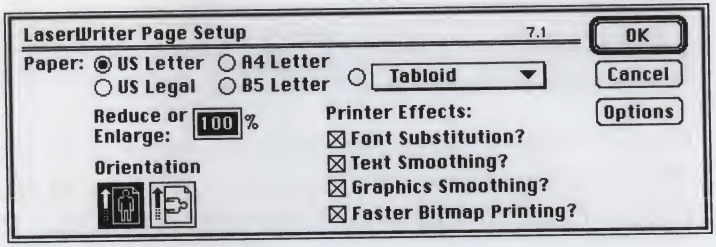
The Fewer Choices button redisplays the initial dialog box.

Find Again

This menu item allows you to repeat the search you performed with Find. See the description of Find just given. The keyboard shortcut is COMMAND-G.

Page Setup...

This menu item presents the Page Setup dialog box for the printer type that you have selected in the Chooser. This figure shows the Page Setup dialog box for a LaserWriter printer.



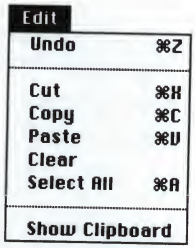
The Page Setup dialog box displayed by other programs may look different. See the manual that came with your program for more information.

Print Window...

This menu item prints a list of the contents of the active window. When you choose this item, the Print dialog box appears. When you click OK, a directory listing is sent to the printer you have selected in the Chooser.

The Edit menu

The Edit menu contains items that you use to edit text in windows. You can also use the editing items with most desk accessories.



Undo

This menu item nullifies the last text-editing or formatting change that you made. It does not nullify command execution. The keyboard shortcut is COMMAND-Z.

Cut

This menu item copies any selected text or graphics to the Clipboard and removes the selection from the window. The cut material is stored in the Clipboard until it's replaced by text or graphics sent there as the result of another Cut or Copy operation. The keyboard shortcut is COMMAND-X.

Copy

This menu item copies any selected text or graphics to the Clipboard but does not remove it from the window. The copied material is stored in the Clipboard until it's replaced by text or graphics sent there as the result of another Cut or Copy operation. The keyboard shortcut is COMMAND-C.

Paste

This menu item inserts the contents of the Clipboard into the window at the insertion point. The keyboard shortcut is COMMAND-V.

Clear

This menu item removes any selected text or graphics from the window but does not copy it to the Clipboard. Any material removed with the Clear item is no longer available. Choosing Clear is equivalent to pressing the DELETE key.

Select All

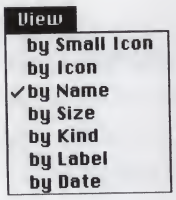
This menu item selects all of the text and graphics in the window. The keyboard shortcut is COMMAND-A.

Show Clipboard

This menu item displays the contents of the Clipboard in a separate window.

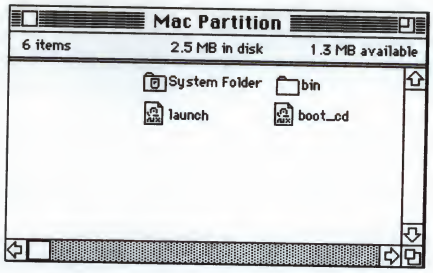
The View menu

The View menu provides items for altering the way the Finder displays the contents of a disk or a folder. A checkmark appears next to the active listing method. See Chapter 3, "Using Files and Folders," for information on uses of the View menu.



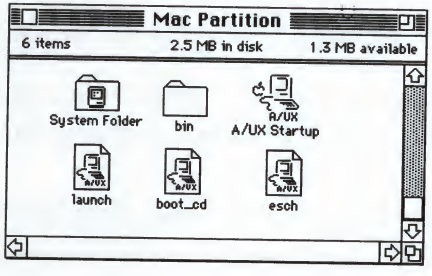
Small Icon

When you view the contents of a disk or folder by small icon, the Finder displays miniature representations of each file, folder, or program icon in this window.



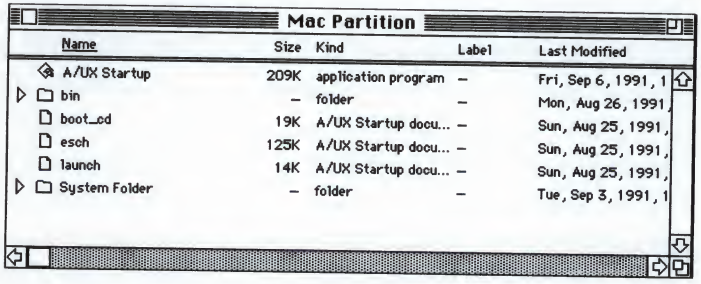
Icon

When you view the contents of a disk or folder by icon, the Finder displays the full-size representation of each file, folder, or program icon in the window.



Name

When you view the contents of a disk or folder by name, the Finder displays an alphabetized list of the different files, folders, and programs in the window.



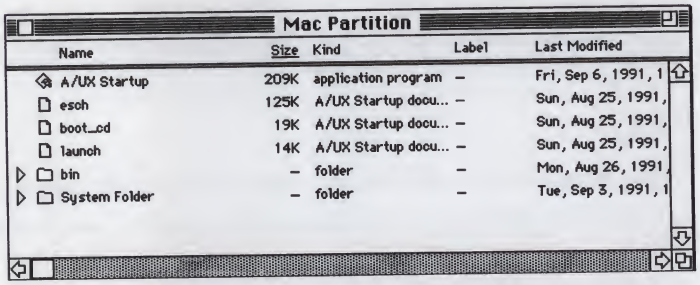
The list in the window has five columns:

- *Name:* This column shows the names of the files, folders, or programs in the window.
- *Size:* This column shows how much memory each item occupies on the disk.
- *Kind:* This column shows whether an item is an application program, folder, or file. If it is a file, the file type is shown.
- *Label:* This column shows the label you have given to each item by means of the Label menu (described later in this appendix).
- *Last Modified:* This column shows the date and time that the file, folder, or program was last changed.

Note: You can enlarge the window to see all of the information.

Size

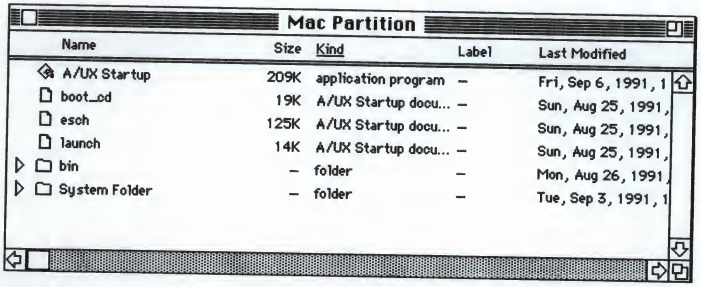
When you view the contents of a disk or folder by size, the files, folders, and programs in the window are listed in order, from largest to smallest.



The size of a file or program is the amount of memory it occupies. After the name of each item, a number followed by a K is displayed. The number 209K next to the program A/UX Startup means that it occupies 209 kilobytes of memory on the disk. (A kilobyte is equal to 1024 bytes.) A standard high-density floppy disk can hold up to 1.4 megabytes (MB) of information. (A megabyte is equal to 1024 kilobytes.) The average hard disk for the Apple Workgroup Server 95 can hold up to 230 MB of information.

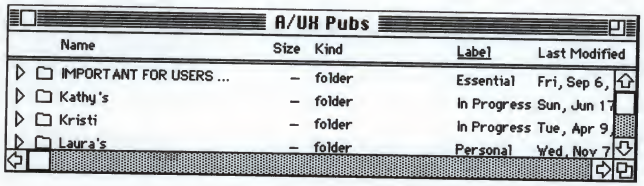
Kind

When you view the contents of a disk or folder by kind, the files, folders, and programs are listed alphabetically by type.



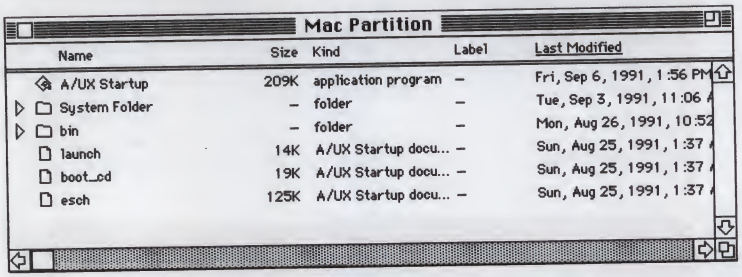
Label

The Label menu in the Finder allows you to give each file or folder a label that categorizes it. (See "The Label Menu," later in this appendix, for further information.) Viewing items by label sorts them in the order in which the labels occur in the Label menu.



Date

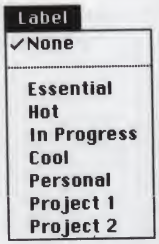
When you view the contents of a disk or folder by date, the files, folders, and programs in the window are displayed with the most recently created or modified one listed first.



Note: You can click each column heading to view the contents of a window in a specific way. For example, if you want to view the contents by kind, click the Kind column heading.

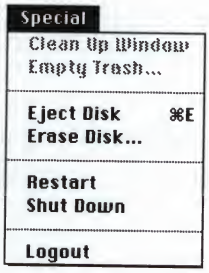
The Label menu

The Label menu supplies a list of labels that you can apply to any file or folder. You can then choose Label in the Views menu to list items according to the labels you have assigned to them. If you have a color monitor, the labels appear in different colors. For more information, see "Assigning a Label and a Color to an Icon" and "Changing the Items in the Label Menu" in Chapter 7, "Customizing the Finder Environment."



The Special menu

The Special menu contains the items you use to log out, shut down the system, and restart the computer. It also provides items that you use for special tasks, such as deleting the files that you placed in the Trash.



Clean Up Window

This menu item rearranges icons on a disk or in a folder so that they are easier to see. You can use this item only when you are viewing the contents of a disk or folder by icon or by small icon. If you hold down the OPTION key while you pull down the Special menu, you can clean up the window by name, kind, label, and so on. The name of the Clean Up item changes depending on the last viewing method used.

Empty Trash...

This menu item deletes any files, folders, or programs you have placed in the Trash. You can recover items placed in the Trash before you empty the Trash. Once you empty the Trash, the items cannot be recovered.

Eject Disk

This menu item causes the selected floppy disk to be ejected. The keyboard shortcut is COMMAND-E.

Erase Disk...

This menu item completely erases any information on the selected disk. To use this item, you must first select the disk you want to erase.

> **WARNING** When you erase a disk, its contents cannot be recovered.

Restart

This menu item shuts down the computer and starts it up again. When you use this item, you must enter the password for the `root` account unless you are already logged in as `root`.

Shut Down

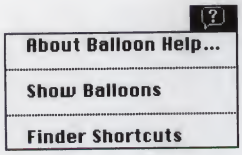
This menu item shuts down the computer. To use this command, you must enter the password for the `root` account unless you are already logged in as `root`.

Logout

This menu item ends the current work session. When you choose this item, all open programs are closed and you return to the Login dialog box, unless the auto-login feature is enabled. If this feature is enabled, all programs are shut down and processes are stopped, and your desktop is in the same state as when you start up your computer. For a complete discussion of the auto-login feature, see "Logging In to an Account" in Chapter 2, "Getting Started With A/UX 3.0.1."

The Help menu

The Help menu makes Balloon Help available or turns Balloon Help off.



About Balloon Help...

This menu item displays a brief description of how Balloon Help works.

Show Balloons

This menu item causes a balloon with a brief help message to appear whenever you position the pointer on an on-screen object.

Finder Shortcuts

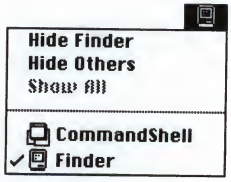
This menu item offers you quick summaries and shortcuts for the features of the Finder.

The Application menu

This menu is labeled by the icon of the active application program and is located at the right end of the menu bar.

The Application menu contains a list of the programs that are currently running, such as the Finder and CommandShell. To make a program active, choose it from the list at the lower part of this menu.

The Hide and Show items let you make windows of open programs invisible without closing them. This feature is useful when you are working with many windows and want to avoid confusion about which windows belong to which program.



Hide Program

This menu item hides all windows of the active program. For example, if the Finder is the active program, this menu item causes all of the Finder windows to disappear, and switches you to whichever program was most recently opened. When a program other than the Finder is active, this menu item switches you to the Finder.

Hide Others

This menu item hides all windows except those of the active program.

Show All

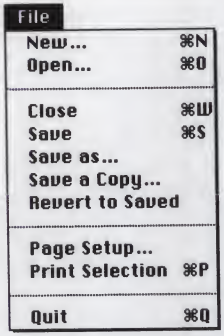
This menu item redisplays hidden windows for all open programs.

The TextEditor program

TextEditor is a word-processing program that lets you create text documents by means of the mouse and Macintosh-like editing techniques. See Chapter 5, "Working With TextEditor," for a tutorial on its use.

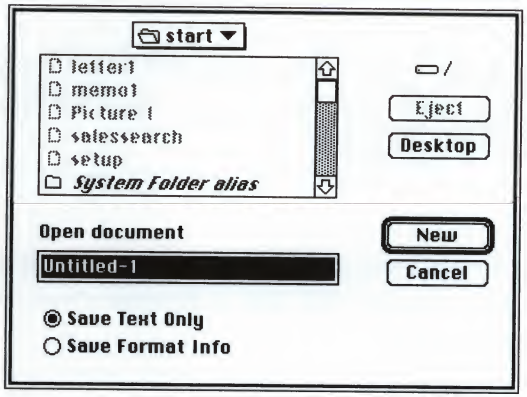
The TextEditor File menu

The TextEditor File menu contains items for creating, opening, closing, saving, and printing TextEditor files.



New...

This menu item creates a new document. When you choose New, the New dialog box appears. This dialog box is shown in the following figure. You use this dialog box to enter a name for the document and select a folder in which it will be stored. The keyboard shortcut is COMMAND-N.



Open...

This menu item allows you to open documents and text-only files created with TextEditor. When you choose Open, an Open dialog box appears and allows you to select a file. The keyboard shortcut is COMMAND-O.

Note: When you open a file, it appears in a new window. However, if you try to open a document that's already open in another window, that window is brought to the front.

Close

This menu item closes the active window. The keyboard shortcut is COMMAND-W.

Save

This menu item saves the file in the active window under the file's current name, without closing the window. The Save item is dimmed if the contents of the window haven't been modified since the file was last saved. The keyboard shortcut is COMMAND-S.

Save as...

This menu item displays a dialog box that allows you to make a copy of the file in the active window and save it under a different name. This action allows you to continue editing the file under a new name. The old file retains its original name without being changed.

Save a Copy...

This menu item displays a dialog box that allows you to save the file in the active window as a new file with the name "Copy Of *Filename*." You can then continue editing the original file.

Revert to Saved

This menu item throws away any changes you have made since you last saved the file in the active window. This item is dimmed if you haven't modified the file since you last saved it.

Page Setup...

This menu item displays a dialog box that allows you to set parameters for printing a file; the dialog box is the standard Page Setup dialog box for the type of printer that you have selected in the Chooser. See Chapter 6, "Printing From the Desktop," for more information.

Print Selection

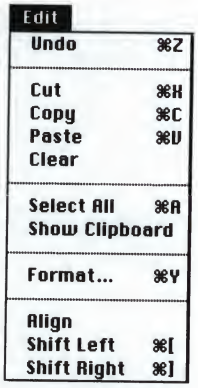
This menu item prints the selected contents of the active window.

Quit

This menu item closes the TextEditor program and returns you to the Finder, first allowing you to save all open documents. The keyboard shortcut is COMMAND-Q.

The TextEditor Edit menu

You use the items in this menu to change the contents of the active TextEditor window. The TextEditor Edit menu contains a few special menu items in addition to the usual Macintosh editing commands.



Undo

This menu item nullifies the last text-editing or formatting change that you made. The keyboard shortcut is COMMAND-Z.

Cut

This menu item copies any selected text to the Clipboard and removes the text from the window. The text is stored in the Clipboard until it's replaced by text sent there as a result of another Cut or Copy operation. The keyboard shortcut is COMMAND-X.

Copy

This menu item copies any selected text to the Clipboard but does not remove it from the window. The text is stored in the Clipboard until it's replaced by text sent there as a result of another Cut or Copy operation. The keyboard shortcut is COMMAND-C.

Paste

This menu item inserts the contents of the Clipboard into the window at the insertion point. The keyboard shortcut is COMMAND-V.

Clear

This menu item removes any selected text from the window. Once text is removed using the Clear item, it is no longer available. Choosing Clear is equivalent to pressing the DELETE key.

Select All

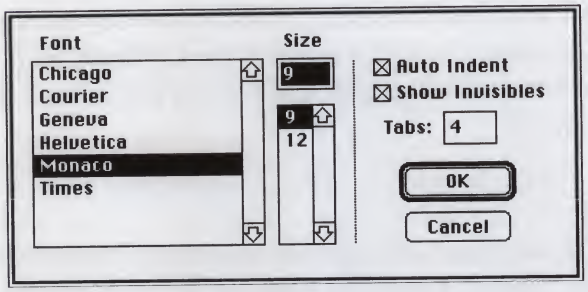
This menu item selects all of the text in the window. The keyboard shortcut is COMMAND-A.

Show Clipboard

This menu item displays the contents of the Clipboard in a separate window.

Format...

This menu item displays a dialog box offering a selection of fonts and sizes that you can apply to text in the active window. The next figure shows TextEditor's Format dialog box.



The keyboard shortcut is COMMAND-Y.

Note: The font and size you select applies to all of the text in the active window, not just the current selection in that window.

Align

This menu item aligns any selected text with the top line of the selection.

Shift Left

This menu item moves any selected text one tab stop to the left. The keyboard shortcut is COMMAND-[(left bracket).

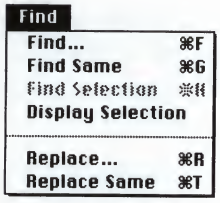
Shift Right

This menu item moves any selected text one tab stop to the right. The keyboard shortcut is COMMAND-] (right bracket).

Note: If you hold down the SHIFT key while choosing Shift Left or Shift Right, the selected text shifts by one space rather than by one tab.

The TextEditor Find menu

You use items in this menu to search for and replace text in TextEditor windows.



Find...

This menu item displays the Find dialog box, which allows you to find the text string that you specify. By default, TextEditor searches forward from the selected text in the active window and stops searching when it reaches the end of the document; it doesn't go back to the beginning of the document. The keyboard shortcut is COMMAND-F.

Find Same

This menu item repeats the last Find operation on the active window. The keyboard shortcut is COMMAND-G.

Find Selection

This menu item finds the next occurrence of the search string in the active window. The keyboard shortcut is COMMAND-H.

Display Selection

This menu item causes the selected text in the active window to scroll into view.

Replace...

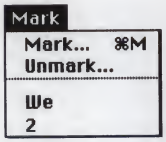
This menu item displays a dialog box that allows you to search for a specified text string throughout a file and replaces that string with a different string. The keyboard shortcut is COMMAND-R.

Replace Same

This menu item repeats the last Replace operation on the active window. The keyboard shortcut is COMMAND-T.

The TextEditor Mark menu

A marker is a portion of text or a position in a block of text that has been given a name. Markers help you navigate within documents that contain blocks of text that you must locate repeatedly—as, for example, in program listings.



Mark...

This menu item displays a dialog box that allows you to create a new marker in a TextEditor document. The keyboard shortcut is COMMAND-M.

Unmark...

This menu item displays a dialog box that allows you to remove a marker from a TextEditor document.

List of markers

This part of the window lists all existing markers. You can jump to the location of a marker by choosing the marker's name in this menu.

The TextEditor Window menu

The TextEditor Window menu allows you to tile or stack any TextEditor windows on the desktop.



Tile Windows

This menu item tiles any open windows—that is, displays them alongside each other.

Stack Windows

This menu item stacks any open windows—that is, displays them layered on top of one other.

List of open windows

This part of the menu lists all open TextEditor windows. A checkmark appears next to the active window. You can change the active window by choosing its name in this menu.

Glossary

active program The program you're currently using. Several programs can be open at a time, but only one is active. Open programs are listed in the Application menu; a checkmark indicates the active program.

active window The window in which you can work, and where the next action takes place. An active window's title bar is highlighted and it is the frontmost window on the screen. See also *title bar.*

alert box A box that contains a message. The message warns you that you're asking your computer to do something it can't do, or that you're about to destroy some of your information. In these cases, the message is often accompanied by the alert sound.

alias In Macintosh terminology, an icon that represents a specific file, folder, or disk icon, and that you can open in place of the original icon. You can leave the original file in its place while moving the alias icon to another place in the file system for convenience. By default, the name of the alias icon is the name of the original file, plus the word *alias.*

Apple menu The menu at the far-left end of the menu bar. Use this menu to get information about memory use, to open desk accessories and items in the Apple Menu Items folder, and to change Control Panel settings.

application A program used to perform a particular task, such as computer-aided drawing, document preparation, accounting, or payroll management. See also *program.*

ASCII text file See *text file.*

back up To make a copy of files or folders onto another disk or onto tape so that you won't lose information if the original file or folder is lost or damaged.

bit Short for *binary digit.* The smallest unit of information the computer can use.

button An image of a push-button in a dialog box. You click the button to select an option or to complete an action.

byte A unit of information. One byte is equal to eight bits. See also *bit.*

case sensitive Able to distinguish between uppercase characters and lowercase characters. Programming languages are case sensitive when they require all uppercase letters, all lowercase letters, or proper use of uppercase and lowercase letters.

checkbox A small box associated with an option in a dialog box or window. When you click the checkbox, you can change the option or affect related options. An option is *on* when you see an X in the checkbox.

choose To pick a command from a menu. You normally choose a command after you select something for the command to act on—for example, selecting a disk and choosing the Open command from the File menu.

click (verb) To position the pointer on something, and then press and quickly release the mouse button. (noun) The act of clicking.

Clipboard A place in the computer's memory that temporarily stores whatever you last cut or copied by using Edit menu commands.

close box The small box on the left side of the title bar of an active window. Clicking the close box closes the window.

control panels Programs that you use to change features such as mouse tracking, desktop appearance, sound, and keyboard operation. A window with available control panels appears when you choose Control Panels from the Apple menu. See also *Apple menu.*

current directory The directory in which you are currently working. This directory is the starting reference point for all relative pathnames you enter. Also called the *working directory.*

cursor See *insertion point.*

default A preset value or action that the system uses or performs unless you give it a different instruction.

dialog box A box that appears on your screen, containing a message or requesting information from you.

directory A file that contains a list of other files; similar to a folder in a Macintosh hierarchical file system.

double-click To position the pointer where you want an action to take place, and then press and release the mouse button twice in quick succession without moving the mouse.

drag To position the pointer on an object on the screen, press and hold down the mouse button, move the mouse, and release the down mouse button. When you release the mouse button, you either confirm a selection or move the object to a new location.

Ethernet A hardware medium designed to provide high-speed interconnection between computers.

execute permission Permission to execute (run) a file, usually an application or program. See also *read permission, write permission.*

file (1) For UNIX-based operating systems, an array of bytes; no other structure is implied by UNIX systems, which even treat peripheral devices like files. (2) For the Macintosh Operating System, any named, ordered collection of information stored on a disk. Application programs and documents are examples of files. You create a file when you type text or draw graphics, give the material a name, and save it on a disk.

Finder The application that maintains the desktop and starts up other programs. You use the Finder to manage documents and applications and to get information to and from disks.

folder A container for documents and applications on the desktop. Folders, like UNIX-file system directories, allow you to organize information in a hierarchical fashion.

font A collection of print characters unified by a distinctive look. Times, Geneva, and Courier are examples of fonts.

fork A part of a Macintosh file; each file has two forks. The data fork stores the text only, and the resource fork stores formatting information such as font and tab settings.

format (1) To divide a disk into tracks and sectors where information can be stored. Blank disks must be formatted before you can save information on them. (2) To change the appearance of a text tile by using different fonts, indents, tab settings, margins, and so forth.

hierarchical file system (HFS) A method of organization, used by the Macintosh Operating System, in which disk files are grouped together within directories and subdirectories (folders within folders). HFS is used on hard disks and on floppy disks. In a hierarchical file system, a file is specified by its pathname rather than by a single filename.

highlight To make something visually distinct. For example, when you select a block of text using TextEditor, the selected text is highlighted—it appears as light letters on a dark background rather than as dark letters on a light background.

home directory Usually the first directory you enter upon login, as designated in the file `/etc/passwd`. You can tailor your environment by modifying various files in your home directory.

home directory folder The folder that represents your home directory on the Finder. See also *home directory.*

icon An image on the screen, usually representing an item such as a file, document, disk, or application program that you can select and open.

I-beam A pointer used to position the insertion point or to select a block of text. It resembles a capital letter I. See also *insertion point.*

insertion point The place in a document where text you type will be added. The insertion point appears as a blinking vertical bar. It is not the same as a cursor.

kilobyte (K) A measurement of information storage. A kilobyte is equal to 1024 bytes.

log in To identify yourself to the system by entering the login name of your account and your account password.

login name The name of a user's account. Used for identification purposes. Same as the account name.

MacPartition The part of your Apple Workgroup Server 95 hard disk that contains the A/UX Startup program and related files and some system administration commands that you can use if you cannot start A/UX.

manual page (Also called *man page.*) Reference material describing a specific command or other elements of the UNIX operating system. With the Apple Workgroup Server 95, you can display a manual page on your screen by entering the command `man` *command-name* in CommandShell. (Replace the placeholder *command-name* with the name of the command you want to learn about.)

menu A list of actions or options presented by an application program, from which you can choose. With Macintosh-style programs, a menu appears when you point to the menu's title in the menu bar at the top of the screen and press the mouse button. Dragging through the menu and releasing the mouse button while a command is highlighted chooses that command.

mouse A small device that you move around on a flat surface next to your computer. The mouse controls a pointer on the screen whose movements correspond to those of the mouse. You use the pointer to select operations, move data, and draw images on the screen.

mouse button The button on the top of the mouse. In general, pressing the mouse button initiates some action affecting whatever is under the pointer, and releasing the button completes the action.

multitasking The ability of an operating system such as A/UX to perform multiple activities simultaneously.

network A collection of interconnected, individually controlled computers, along with the hardware and software used to connect them. A network allows users to share data and peripheral devices and to exchange electronic mail.

operating system Low-level software that controls a computer by performing such basic tasks as input/output (I/O), memory management, and interrupt handling.

password A unique set of characters that must be entered before a user can gain access to a system or perform some actions. For example, you must know the password for the `root` account to shut down the system.

pointer (1) An arrow or other symbol on the screen that moves as you move the mouse. You use the pointer to choose commands, select and move icons and text, and draw images. (2) In programming, an item of information consisting of the memory address of some other item.

pop-up menu A menu, usually appearing inside a dialog box, which you display by moving the pointer to the menu's title and pressing the mouse button. A pop-up menu is indicated by a box with a downward-pointing triangle next to the menu's name. The name is also the current menu choice. Compare *pull-down* menu. See also *dialog box.*

port A socket on the back panel of a computer where you plug in a cable for connection to a network or a peripheral device.

program A file containing coded instructions to the computer. Programs can be very simple, such as the Alarm Clock control panel, or highly complex, such as a desktop publishing program. See also *application.*

pull-down menu A menu that you display by moving the pointer to its title and pressing the mouse button. Menus whose names appear in the menu bar are pull-down menus. Compare *pop-up menu.*

read permission Permission to view a file but not to make changes (write) to the file. See also *execute permission, write permission.*

ROM Acronym for *read-only memory.* Memory whose contents can be read, but not changed, and that is used for storing permanent information.

root (1) The top directory in a UNIX directory hierarchy. Indicated by a slash character (/), it is the first element in every absolute pathname. (2) The user with unlimited system privileges. Also called the *superuser.*

scroll bar A rectangular bar that can appear along the right or bottom of a window. Clicking or dragging in the scroll bar causes your view of the window to change.

SCSI See *Small Computer System Interface.*

select To designate where the next action takes place. To select something using a mouse, you click an icon or drag across text. In some applications, you can select items in menus by typing a letter or number at a prompt, by using a combination keypress, or by using arrow keys.

SHIFT-click To hold down the SHIFT key while clicking to select more than one icon at a time, or extend a selected block of text without dragging through it again.

size box A box that may appear in the lower-right corner of the active windows. Dragging the size box resizes the window.

Small Computer System Interface (SCSI) A specification of mechanical, electrical, and functional standards for connecting small computers with intelligent peripheral devices such as hard disks, printers, and CD-ROM disks.

System Folder A folder containing system software. An A/UX system contains a minimum of five System Folders; however, only one can be active at a time. The active System Folder contains a miniature computer in its folder icon. See also *system software.*

system software Software that supports application programs by managing memory and by communicating with input and output devices. See also *application.*

text box A rectangular field in a dialog box where you can type information. See also *dialog box.*

text file A file containing information expressed in text form and whose contents are interpreted as characters, using the American Standard Code for Information Interchange (ASCII) format. TextEditor saves the text of a file as a text file (the data fork) and formatting information in a separate file (the resource fork). See also *fork.*

text-only file See *text file.*

tile To arrange a group of windows so that their edges are touching one another (like the tiles on a tiled floor), rather than overlapping one another.

title bar The horizontal bar at the top of a window that shows the name of the window. When the window is active, the title bar is highlighted with a series of horizontal lines. You can move the window by dragging the title bar.

UNIX operating system A general-purpose time-sharing system and related set of utilities, originally developed at AT&T Bell Laboratories. A/UX is an enhanced version of the UNIX operating system, combining UNIX with the Macintosh interface.

user account The permission to log in to A/UX under an assigned login name, usually with a unique password, and usually with a specifically assigned home directory. See also *home directory, login name.*

user name See *login name.*

user permission Permission for the owner of the file to use the file. If a file has only user permission, no other users can read it, write to it, or run (execute) it. See also *execute permission, read permission, write permission.*

window The area that displays information on a desktop; you view a document in a window. You can open or close a window, move it around on the desktop, and sometimes change its size, scroll through it, and edit its contents.

write permission Permission to write to a file. See also *execute permission, read permission.*

zoom box A small box in the upper-right corner of some windows. Clicking the zoom box resizes the window so that you can see all of its contents (if possible); clicking the zoom box again returns the window to its original size.

Index

A

About Balloon Help menu item 143
About This Macintosh menu item 128
accounts, logging in 26–28
active System Folder icon 38
Alarm Clock 103–104
alert sounds 108–111
aliases 47–48
 application programs and 125
 locking 50
 TextEditor and 65–66
Align menu item 149
amber light 57, 59–60
Apple DocViewer xiv
Apple menu 128–129
 installing items in 10
Apple Menu Items folder 100
 aliases and 47
AppleShare Pro, logging out and 34
AppleTalk network 90–92
 zones 93
Application menu 12, 143–144
 CommandShell and 30–31
 error monitoring and 33
 program switching and 18
application programs, installing 125
arrow pointer 16
arrows, scroll 9
ASCII text files 64
`Autologin` file 26, 34
A/UX 3.0.1 operating system 2, 24–25
 shutting down 34–35

B

backing up 55–56
 floppy disks and 54–55
 tape cassettes 57–62
Balloon Help 20–21, 142–143
binary data file icons 39
bitmapped fonts 100

C

Cancel button 25, 79
case sensitivity 27, 77–78
caution signals on tape drive 60
CD-ROM discs 56–57
Change Password menu item 28–29
characters
 invisible 80
 repeat rate 106–107
Chooser menu item 92–93
Clean Up menu item 43
Clean Up Window menu item 141
Clear Lines Off Top menu item 32
Clear menu item 136, 148
clicking 5
 changing speed 106
 from keyboard 108
Clipboard 17, 69
Close All menu item 130
close box 10–11
Close menu item 18, 76, 145
Close Window menu item 11, 130

closing
documents 18
System Console window 32
windows 10–11, 130
colon (:)
file names and 41
icon names and 20
color
desktop pattern and 113
highlight 118–120
icons and 118
labels and 114–115
Color control panel 119–120
color wheel 119–120
command icons 39
COMMAND key 13–14
COMMAND-0 (zero) 31
COMMAND-[(left bracket) 149
COMMAND-] (right bracket) 149
COMMAND-A 136, 148
COMMAND-C 17, 135, 147
COMMAND-D 19, 132
COMMAND-E 141
COMMAND-F 44–45, 133, 149
COMMAND-G 44–45, 134, 149
COMMAND-H 150
COMMAND-I 49, 130
COMMAND-M 150
COMMAND-N 129, 145
COMMAND-O 129, 145
COMMAND-P 130
COMMAND-Q 19, 146
COMMAND-R 150
COMMAND-S 17, 145
COMMAND-SHIFT-CLEAR 108
COMMAND-SHIFT-2 57
COMMAND-T 150
COMMAND-V 17, 136, 148
COMMAND-W 130, 145
COMMAND-X 17, 135, 147
COMMAND-Y 133, 148
COMMAND-Z 135, 147
commands, dimmed 12
CommandShell program 29–31
error monitoring and 33
printing and 92
Commands menu 32
computers, turning on and off 2–3
Control Panels
Color 119–120
Easy Access 108
General Controls 102–103, 112–114
Keyboard 106–108
Labels 115
Monitors 121–123
Mouse 105–106
Sound 109–111
copying
between documents 74–76
documents 19
to floppy disks 54–56
icons 118
Copy menu item 17, 135
in TextEditor 74–75, 147
Courier font xiii
creating
documents 16, 66
folders 42
Cut menu item 17, 69, 135, 147

D

dash. *See* hyphen
data-compression, tape-backup unit and 57
DAT (digital audio tape) cassettes 58
date, changing 102–103
Date menu item 140
DDS (digital data storage) tape cassettes 58
DELETE key 74, 136, 148
desk accessories 129
desktop
changing pattern of 112–113
Finder program and 3–4
dialog boxes 12

diamond-shaped symbol 32
digital audio tape (DAT) cassettes 58
digital data storage (DDS) tape cassettes 58
dimmed commands 12
directories. *See* folders
directory dialog box 42–43
disks 52–57
Display Available Fonts menu item 95
Display Selection menu item 150
documents 144–151
 closing 18
 copying 19
 creating 16, 66
 editing 17, 72–79
 listing 50
 naming 42–43
 saving 17, 70–71
DocViewer xiv
double-clicking 5
 changing speed 106
 from keyboard 108
Download Fonts menu item 95–96
dragging 5
 from keyboard 108
drop box icons 38
Duplicate menu item 19, 132

E

Easy Access control panel 108
Edit menu 17, 68–69, 135–136
 formatting and 79
eject button on tape drive 61
Eject Disk menu item 56, 141
Empty Trash menu item 14, 124, 141
Entire Word button 77–78
Erase Disk menu item 142
error-correction, tape-backup unit and 57
errors, CommandShell and 33
Ethernet card 90–91
executable file icons 40

F

Fast option 105
file hierarchy icon 25
File menu 70–71, 129–134
 icons and 6
 program opening and 15
files
 ASCII 64
 copying 54–56
 finding 43–46
 getting information on 48–49
 installing in System Folder 98–99
 locking 49–50
 Macintosh 94–96
 marking places in 83–86
 name restrictions 41
 opening 72–73
 read-only 73
 removing from System Folder 99
 resource fork 64, 71, 79
 restoring 55
 text-only 64
file sharing 131
file-system icon 40–41
Find Again menu item 44–45, 134
Finder program 128–144
 CommandShell and 31
 desktop and 3–4
Finder Shortcuts menu item 143
Find menu item
 in the Finder environment 43–46, 133
 in TextEditor 76–77, 149
Find Same menu item 149
Find Selection menu item 150
fixed-size fonts 100
floppy disk icons 41, 52
floppy disks 52–57
folder icons 38–39
folders 41–42
 copying 54–56
 creating 14
 finding 43–46

fonts
bitmapped and outline 100
Courier xiii
downloading 95–96
installing 101
removing 101
selecting 80
transferring to LaserWriter 95–96
using 100–101
Format menu item 80, 148
formatting
disks 52–53
TextEditor documents 64, 79–80

G

General Controls panel 102–103, 112–114
Get Info menu item 130
aliases and 48
files and 48–49
graphics programs 117
grays, shades of 121
green light 59–60
`Guest` account 26

H

hard disk icon 56
hardware 128
Help menu 12, 20–21, 142–143
hidden contents, viewing 9
Hide Balloons menu item 21
Hide CommandShell menu item 33
Hide Others menu item 144
Hide Program menu item 144
home directory icon 25, 39
humidity, tape drive and 61
hyphen (-) 41

I, J

I-beam pointer 16
Icon menu item 137
icons
aliases and 47
changing appearance of 116–118
defined 4
file hierarchy 25
file-system 40–41
Finder program 38–41
flashing 32
floppy disk 41, 52
folder 38–39
hard disk 56
labels for 118
MacPartition 25
name changing 20
no write permission 73
opening 6
rearranging 43
System Folder 98
TextEditor 65–66
text file 39
ID numbers of monitors 123
Info window 130
for alias 48
for file 49
insertion point 16, 67
adjusting blinking of 114
internal tape-backup unit 57–62
invisible characters 80

K

keyboard
adjusting 106–108
layout of 108
shortcuts 13–14
Keyboard control panel 107–108
key repeat rate 106–107
Kind menu item 139

L

Label menu 114–115, 140
Label menu item 139
Labels control panel 115
labels, icons and 118
LaserWriter Font Utility 95–96
LaserWriter SC printer 90
LaserWriter IISC printer 90
lights on tape drive 57, 59–60
line breaks 67
Literal button 77–78
loading procedure for tape cassettes 59
LocalTalk cable system 90
locked folder icon 38
locking
 files 49–50
 floppy disks 54
 tape cassettes 61
Login dialog box 26–29
logging in 26–28
logging out 34
Login System Folder 26, 98
Logout menu item 34, 142

M

Macintosh file system icon 41
Macintosh Operating System 24
Macintosh program icon 40
MacPartition icon 25
Make Alias menu item 47, 65, 125, 133
marking 83–86, 150–151
Mark menu item 84–85, 150
Media Recognition System (MRS) 58
memory 138
 changing allocation 49
menu bar 3–4, 12
 main monitor and 123
menus 12–13
 adjusting blinking of items 113–114
 defined 4
messages
 alerts 32
 A/UX advisory 25
 clearing 32
 Empty Trash menu item and 124
 printing and 94
 system 31
 warning of shutdown 35
monitors, configuring multiple 122–123
Monitors control panel 121–123
mouse
 adjusting movement 105–106
 using 4–5
Mouse Keys feature 108
MRS (Media Recognition System) 58

N

Name menu item 137–138
names
 changing icon 20
 of documents 42–43
 login 27
 restrictions for files 41
network. *See* AppleTalk network
New Folder menu item 42, 129
New menu item 145
Notification Levels menu item 32–33

O

on-line documentation xiv
Open menu item
 in Finder environment 6, 15, 129
 in TextEditor 72–73, 145
OPTION key 13–14
 Clean Up Window menu item and 43
 Empty Trash menu item and 124
 File menu and 130
 Special menu and 141
Options menu 28–29
outline fonts 100

P

Page Setup menu item 92, 134, 146
passwords 26
 changing 28–29
Password text box 27
Paste menu item 17, 69, 136
 in TextEditor 75, 148
pasting
 between documents 74–76
 icons 118
 text 68–69
patterns, desktop 112–113
percent sign (%) 64
permissions 40, 73, 131–132
Personal LaserWriter SC printer 90
pixels 117
pointer 4–5, 16
 keyboard and 108
pop-up menus 12
PostScript fonts 95
POWER ON key 2
Preferences menu 32–33
pressing 5
printers
 choosing 92
 connections 90–92
printing
 Macintosh techniques 94–96
 in TextEditor 86–87
Print menu item 130
PrintMonitor program 94
Print Selection menu item 87, 146
Print Window menu item 87, 134
programs
 installing 125
 switching 18
 working with 15–19
pull-down menus 12
Put Away menu item 48, 56, 133

Q

Quit menu item 19, 88, 146

R

read permission 40, 73
recording sounds 110–111
Replace All button 79
Replace menu item 78–79, 150
Replace Same menu item 150
resource fork 64, 71, 79
Restart menu item 35, 142
restoring files 55
Retrospect Remote 55, 58
Revert to Saved menu item 71, 75, 146
`root` account 25
`root` privileges 34

S

Save a Copy menu item 71, 146
Save As menu item 70–71, 146
Save Format Info menu item 71, 79
Save menu item 17, 71, 145
scalable fonts 100
screens
 brightness of 122
 customizing 112–121
screen saver programs 122
script icon 40
scroll bars 9–10
scroll box 9
SCSI devices 3
Search Backwards option 77, 79
searching. *See* Find menu item
Select All menu item 74, 136, 148
selecting text 16, 68
Sharing menu item 131
shell script icons 40
shell utilities 29–31
SHIFT key
 mouse movement and 5
 searches and 77
Shift Left menu item 80, 149
Shift Right menu item 80, 149
Show All menu item 144
Show Balloons menu item 20, 143

Show Clipboard menu item 136, 148
Shut Down menu item 3, 35, 57, 142
size box 8
Size menu item 138
Small Computer System Interface (SCSI) devices 3
Small Icon menu item 136–137
software, system 128
Sound control panel 109–111
Special menu 34–35, 43, 141–142
 Trash and 14
 turning computer off and 3
Stack Windows menu item 83, 151
`start` account 26
Startup Items folder 99
Startup program 24–25
Startup System Folder 98
stationery pad 49
status lights on tape drive 57, 59–60
submenus 13
superuser. *See* `root` privleges
switching programs 18
System Console window 25, 31–33
System Folder 98–99
 fonts and 101
system software 128

T

tab settings 80
tape cassettes 57–62
tape drive
 environmental concerns 61
 head cleaning 60, 62
temperature, tape drive and 61
text
 aligning 80
 deleting 74
 editing 68–69
 entering 66–67
 finding 76–77
 formatting 80
 replacing 78–79
 selecting 68
TextEditor program 64, 144–151
 Edit menu 147–149
 File menu 144–146
 Find menu 149–150
 Mark menu 150–151
 opening 15
 quitting 88
 starting 65–66
 Window menu 151
text file icon 39
text-only file 64
Tile Windows menu item 82, 151
time, changing 102–103
title bar 7
tracking, changing speed 105
Transmission Control Protocol/Internet Protocol (TCP/IP) 92
Trash 14
 disk ejecting and 56
 emptying warning 124
 System Folder and 99
TrueType fonts 100
tutorial 65

U

Undo menu item 135, 147
UNIX operating system 2
 command icon 39
 file-system icon 40
 printing and 92
UNIX Permissions menu item 131–132
Unmark menu item 86, 150
utility programs 29–31

V

variable-size fonts 100
Very Slow option 105
View menu 50, 136–140
Views control panel 116
`vi` (visual editor) text editor 64

W, X, Y

Window menu, formatting and 79
windows 151
 active 7
 arranging multiple 81–83
 changing appearance of 116
 changing size 8
 closing 10–11
 colors of 120
 defined 4
 hidden contents 9
 moving 11
Wrap-Around Search option 77, 79
write permission 73

Z

zoom box 8

The Apple Publishing System

Basic Skills was written, edited, and composed on a desktop publishing system using Apple Macintosh computers, an AppleTalk network system, Microsoft Word, and QuarkXPress. Line art was created with Adobe Illustrator. Proof pages were printed on Apple LaserWriter printers. Final pages were output directly to separated film on a Linotronic L300. PostScript, the LaserWriter page-description language, was developed by Adobe Systems Incorporated.

Text type is Times Roman and display type is Narrow Helvetica. Ornaments and hardware icons are custom symbols designed for Apple Computer and incorporated into the AppleIcon font. Some elements, such as program listings, are set in Apple Courier, a fixed-width font.